



**VISAYAS**  
STATE UNIVERSITY

INSTITUTE FOR  
**STRATEGIC RESEARCH  
AND DEVELOPMENT  
STUDIES**

1 August, 2024

**Dr. Prose Ivy G. Yepes**  
President  
Visayas State University  
Visca, Baybay City, Leyte

**Thru: Dr. Santiago T. Peña, Jr.**  
VP for REI

**Dear Dr. Yepes:**

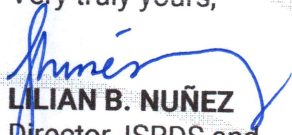
This is to recommend the appointment of **Ms. Charmagne Faith F. Capuno**, as Component Leader of **Barangay Management Information Systems (BMIS)**, under the program titled **"Strengthening Local Governance and SUCs' Extension Service Delivery Through the BIDANI Strategy"** without honorarium effective August 1, 2024 to December 31, 2024.

As component leader, Ms. Capuno is expected to perform the following responsibilities with appropriate workload unit equivalent:

- 1) Plan project activities in coordination with the BMIS Coordinator.
- 2) Implement proper activities as planned.
- 3) Prepare activity reports of the project.

Thank you and best regards.

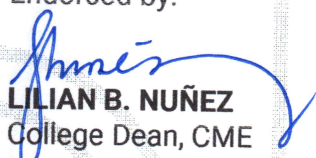
Very truly yours,

  
**LILIAN B. NUÑEZ**  
Director, ISRDS and  
Program Leader, BIDANI

Conforme:

**CHARMAGNE FAITH F. CAPUNO**  
Instructor 1

Endorsed by:

  
**LILIAN B. NUÑEZ**  
College Dean, CME

Certified funds available:

**ALICIA M. FLORES**  
Head, Budget Office

**ANTONIO P. ABAMO**  
Director, Extension

Recommending Approval:

**SANTIAGO T. PEÑA, Jr.**  
VP for Res. Ext. and Innovation



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