



January 18, 2022

**Mr. Lyndon L. Maningo**  
Instructor, IHK  
College of Education  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Mr. Maningo**:

As favorably endorsed and recommended by the Vice-President for Research, Extension and Innovation, you are hereby appointed as Program/Project Leader of the extension project entitled "**Langoy sa Kaluwasan: Capacitating DRRMC Chairpersons and Youth Leaders in each Barangays of Baybay City on Disaster Awareness and Preparedness**" (Ext. 62) effective January 1, 2022 to December 31, 2022.

As Project Leader, you are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Take responsibility in ensuring that the project objectives are met;
2. Take charge in data collection and project management;
3. Provide literature review on the available published studies related to the conduct of the Langoy sa Kaluwasan: Capacitating DRRMC Chairpersons and Youth Leaders in each Barangays of Baybay City on Disaster Awareness and Preparedness;
4. Prepare progress report and submit required project technical reports;
5. Ensure that the project funds are used in accordance with the proposed budget; and
6. Comply with the requirements of OVPRE and VSU.

Very truly yours,

**EDGARDO E. TULIN**  
President

cc: OP  
OVPREI  
Dean, College  
Head, Department  
RSPPRO