



January 18, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Thru: DR. MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Dear Dr. Tulin:

This is to recommend the appointment of **MR. LYNDON L. MANINGO** 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**" effective January 1, 2022 until December 31, 2022. There is no honorarium for this extension project but support for travels and supplies will be provided subject to the availability of funds charged to GAA 2022. (Please see attachments).

As a Project Leader, **Mr. Maningo** is expected to perform the following duties and responsibilities:

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,

CHARIS B. LIMBO

Director, IHK

Conforme:

LYNDON L. MANINGO

Instructor I, IHK

Certified funds available:

ALICIA M. FLARES

OIC Head, Budget Office

