



January 1, 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 **Engr. Celestial A. Manigo**, Instructor, Department of Geodetic Engineering, College of Engineering and Technology, as Project Staff of the IIRR-funded Research Project entitled "**Geoinformatics Study of Leyte Sab-a Basin**" without honorarium effective January 1, 2022 to December 31, 2022.

As Project Staff, she is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Assist the project leader in the implementation of project;
2. Assist the project leader in coordinating with other agencies and stakeholders;
3. Assist in collection and analysis of research data; and;
4. Assist in preparing progress reports and presentation of outputs during the annual RDE in-house review.

In case of any changes in the title, methodology, project site, and/or budget, the approval should first be sought from the University President upon recommendation by the concerned College Dean, Director for Research and the Vice President for Research, Extension and Innovation.

Very truly yours,

**PASTOR P. GARCIA**  
Head, VSU GIS Services Unit  
Project Leader

Conforme:

**CELESTIAL A. MANIGO**  
Project Staff

Certified funds available:

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