



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR
**STRATEGIC RESEARCH
AND DEVELOPMENT
STUDIES**

February 7, 2025

Dr. PROSE IVY G. YEPES

President
Visayas State University

Dear **Dr. Yepes**:

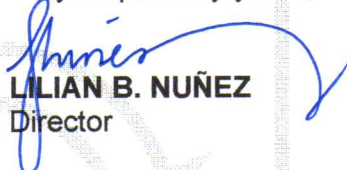
I would like to recommend the designation of

Name of the Appointee: **Ms. ELIA MAURY C. JADINA**
Designated Position/s: Tree Planting Coordinator
Date of Appointment: February 7, 2025–December 31, 2025

He/ She shall perform the following duties and responsibilities, to wit:

1. Organize students assigned under her/him including the bulk procurement of seedlings to be planted.
2. Ensure that the students are oriented of and are following the requirements before joining the activity: wearing of proper field attire (long sleeves, pants, shoes/rubber boots, bolo(sundang), and bag to carry the seedlings. No student will be allowed to join if any one of these are missing/not followed.
3. Accompany the Forest Guards on a pre-activity inspection visit of the assigned tree planting area.
4. Provide a list of participants with the following information: names, degree program enrolled in, sex, age, and special requirements (for provision of alternatives in case of health and other valid issues, proof is required).
5. Accompany and supervise the students throughout the whole duration of the tree planting activity. The tree planting activity will not proceed without the participation of the Tree Planting Coordinator.
6. Prepare the necessary documentation for issuance and validation of the Tree Planting Masterlist.
7. Receive and keep the validated Tree Planting Masterlist for forwarding to the Office of the University Registrar.
8. Arrange for special tree planting or its alternative for students who were unable to join their scheduled date.
9. Coordinate with the students concerned and with the DFS – Forest Conservation Unit for all tree planting matters.

Very respectfully yours,


LILIAN B. NUÑEZ
Director



**INSTITUTE FOR STRATEGIC RESEARCH
AND DEVELOPMENT STUDIES**

Visayas State University, PQVV+WJC, Baybay City, Leyte
Email: isrds@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1049 & 1050



Management
System
ISO 9001:2015

www.tuv.com
ID 9108659749



Page 1 of 2
FM-VSU-03
V4 01-23-2025
No. 2025-99