



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR
**STRATEGIC RESEARCH AND
DEVELOPMENT STUDIES**

2 January, 2024

Dr. Daniel Leslie S. Tan
Officer-In-Charge
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Dennis P. Peque
VP for REI

Dear Dr. Tan:

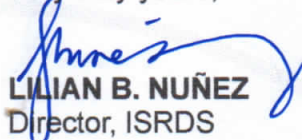
This is to recommend the appointment of **Ms. Mauren Joy F. Manadong**, Instructor of the Department of Tourism and Hospitality Management, as Component Leader of the extension project component entitled "Capacity Building for Tourism Development" under the extension project entitled "Coalescing Organizations Towards Locally Led Actions to Boost Development (COLLABDev)" without honorarium effective January 2, 2024 to December 31, 2024.

As Component Leader, Ms. Manadong is expected to perform the following responsibilities with appropriate workload unit equivalent to deliver the project outputs stipulated in the COLLABDev Memorandum of Agreement between VSU and the Inopacan Local Government unit signed on April 26, 2023.

1. Provide technical assistance to local coalitions and existing local special bodies of the Inopacan LGU in planning and policy making for tourism development.
2. Make representation and participate in the various COLLABDev project activities.
3. Prepare and submit activity reports of her assigned component.

Thank you and best regards.

Very truly yours,


LILIAN B. NUÑEZ
Director, ISRDS

Conforme:

MAUREN JOY F. MANADONG
Instructor, DTHM

Endorsed by:

RANDY G. OMEGA
Head, DTHM

Certified funds available:

ALICIA M. FLORES
Head, Budget Office

ANTONIO P. ABAMO
Director for Extension