



January 4, 2023

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, Baybay City, Leyte

**Thru: Dr. Maria Juliet C. Ceniza**  
VP for REI

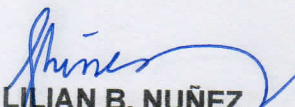
**Dear Dr. Tulin:**

This is to recommend the appointment of **IAN DAVE B. CUSTODIO** as Project Leader of the **Barangay Management Information Systems (BMIS)** under the program titled **"Strengthening Governance and SUCs' Extension Service Delivery Through the BIDANI Strategy"** without honorarium effective January 3, 2023 to December 31, 2023 chargeable to VSU GAA 2023.

As Project Leader, Mr. Custodio is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Plan project activities for the year;
2. Implement project activities as planned; and
3. Prepare activity reports of the project.
4. Publish articles from project results.

Very truly yours,

  
**LILIAN B. NUÑEZ**  
Director

Conforme:

**IAN DAVE B. CUSTODIO**  
Instructor I

Endorsed by:

**MOISES NEIL V. SERIÑO**  
College Dean, CME

Certified funds available:

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

**ANTONIO P. ABAMO**  
Director for Extension