



20 August 2019

**MEMORANDUM NO. 318**  
Series of 2019

**T O: Mr. Lyndon L. Maningo**

**R E: Designation as Project Leader of "Langoy sa Kaluwasan: Capacitating DRRMC Chairpersons and Youth Leaders in each Barangays of Baybay City on Disaster Awareness and Preparedness"**

As recommended by the Director of IHK, you are hereby designated as Project Leader of the project entitled **"Langoy sa Kaluwasan: Capacitating DRRMC Chairpersons and Youth Leaders in each Barangays of Baybay City on Disaster Awareness and Preparedness"** effective August 2019 until August 2020.

As Project Leader, you are expected to:

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.

You are not entitled to honorarium for this project but support for travel and supplies will be provided subject to availability of funds, charged to GAA 2019.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President *01c 8/20/19*

cc: IHK  
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