



January 21, 2021

**Dr. MARIA JULIET C. CENIZA**

Vice President for Research, Extension and Innovation  
Visayas State University

Dear **Dr. Ceniza**:

This is to recommend the appointment of **Dr. Arsenio D. Ramos** as Project Leader of the extension project entitled "Establishment of the Visayas State University Coffee and Cacao Techno-Demo and Learning Farm" with account code GAA 2019 effective January 1, 2021 to December 31, 2021, unless sooner terminated due to lack of funds.

As Project Leader, you are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Establish the Visayas State University (VSU) coffee and cacao techno-demo and learning farm and the needed facilities;
2. Maintain the functionality of the demo-farm;
3. Directly implement and supervise the conduct of project activities;
4. Administer efficient use of project resources;
5. Monitor and evaluate the performance/effectiveness of the demo-farm; and
6. Prepare and submit necessary progress reports.

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 or Center Director and the Vice President for Research and Extension.

Very truly yours,

  
**ROSARIO A. SALAS**

Department Head, DOH