



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



Management
System
ISO 9001:2015
www.tuv.com
ID 910868749

January 02, 2025

REYMAR C. ORIA
Component Leader
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Oria:

By the authority vested in me as University President, you are hereby appointed as Component **Leader (Skills Training in Lesson Planning and Lesson Log Making)** under the extension project entitled: **"Capacitating Trainers on Persons Deprived of Liberty with Basic Learning and Living Skills"** charge to the VSU General Appropriation Act (GAA) project code: EXT116 and subject to availability of funds effective January 2, 2025-December 31, 2025 without honorarium.

As a **Component Leader**, you are responsible for training the topic about **Skills Training in Lesson Planning and Lesson Log Making**. You are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Assist and support the implementation of the project.
2. Serve as resource speaker and conduct skills training regarding "Lesson Planning and Lesson Log Making".
3. Contribute to the submission of quarterly extension progress reports to the project leader.
4. Assist the project leader in the submission of the terminal report upon completion of the project concerning skills training in "Lesson Planning and Lesson Log Making."
5. Assist in the publication of articles of significant extension findings in indexed/peer-reviewed journals.

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 College Dean, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.


PROSE IVY G. YEPES
President

CC: OVPREI-VP; OVPREI-RPO; Director, Center, Dean, Faculty; RSPPRO; Budget Office; Finance Management Office; Accounting Office; OP

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 1
FM-OOP-05
V06 01-23-2025
No. **25-499**



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



Management
System
ISO 9001:2015

www.tuv.com
ID 9108698749

January 02, 2025

MA. JESUSA CORAZON M. LAMBERT

Component Leader
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Lambert:

By the authority vested in me as University President, you are hereby appointed as Component **Leader (Skills Training in Cookery and Entrepreneurship)** under the extension project entitled: **"Capacitating Trainers on Persons Deprived of Liberty with Basic Learning and Living Skills"** charge to the VSU General Appropriation Act (GAA) project code: EXT116 and subject to availability of funds effective January 2, 2025-December 31, 2025 without honorarium.

As a **Component Leader**, you are responsible for training the topic about **Skills Training in Cookery and Entrepreneurship**. You are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Assist and support the implementation of the project.
2. Serve as resource speaker and conduct skills training regarding "Cookery and Entrepreneurship".
3. Contribute to the submission of quarterly extension progress reports to the project leader.
4. Assist the project leader in the submission of the terminal report upon completion of the project concerning skills training in "Cookery and Entrepreneurship."
5. Assist in the publication of articles of significant extension findings in indexed/peer-reviewed journals.

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 College Dean, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.


PROSE IVY G. YEPES
President

CC: OVPREI-VP; OVPREI-RPO; Director; Center; Dean; Faculty; RSPPRO; Budget Office; Finance Management Office; Accounting Office; OP

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 1
FM-00P-05
V06 01-23-2025

No. **75-474**



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



Management
System
ISO 9001:2015
www.tuv.com
ID 9109663749

January 02, 2025

NOEMI ELISA L. OQUIAS

Component Leader
Visayas State University
Visca, Baybay City, Leyte


Dear Ms. Oquias:

By the authority vested in me as University President, you are hereby appointed as Component **Leader (Skills Training in Module Making)** under the extension project entitled: **"Capacitating Trainers on Persons Deprived of Liberty with Basic Learning and Living Skills"** charge to the VSU General Appropriation Act (GAA) project code: EXT116 and subject to availability of funds effective January 2, 2025-December 31, 2025 without honorarium.

As a **Component Leader**, you are responsible for training on the topic about **Skills Training in Module Making**. You are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Assist and support the implementation of the project.
2. Serve as resource speaker and conduct skills training regarding "Training in Module Making".
3. Contribute to the submission of quarterly extension progress reports to the project leader.
4. Assist the project leader in the submission of the terminal report upon completion of the project concerning skills training in "Training in Module Making."
5. Assist in the publication of articles of significant extension findings in indexed/peer-reviewed journals.

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 College Dean, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.


PROSE IVY G. YEPES
President

CC: OVPREI-VP; OVPREI-RPO; Director, Center, Dean, Faculty; RSPPRO; Budget Office; Finance Management Office; Accounting Office; OP

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 1
FM-OOP-05
V06 01-23-2025

No. 



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



Management
System
ISO 9001:2015

www.tuv.com
ID: 9109558749

January 02, 2025

GERALD M. RIVERA
Component Leader
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Rivera:

By the authority vested in me as University President, you are hereby appointed as Component Leader (**Skills Training in Animal Husbandry**) under the extension project entitled: **"Capacitating Trainers on Persons Deprived of Liberty with Basic Learning and Living Skills"** charge to the VSU General Appropriation Act (GAA) project code: EXT116 and subject to availability of funds effective January 2, 2025-December 31, 2025 without honorarium.

As a **Component Leader**, you are responsible for training the topic about **Skills Training in Animal Husbandry**. You are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Assist and support the implementation of the project.
2. Serve as resource speaker and conduct skills training regarding "Animal Husbandry".
3. Contribute to the submission of quarterly extension progress reports to the project leader.
4. Assist the project leader in the submission of the terminal report upon completion of the project concerning skills training in "Animal Husbandry."
5. Assist in the publication of articles of significant extension findings in indexed/peer-reviewed journals.

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 College Dean, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.


PROSE IVY G. YEPES
President

CC: OVPREI-VP; OVPREI-RPO; Director; Center; Dean; Faculty; RSPPRO; Budget Office; Finance Management Office; Accounting Office; OP

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 1
FM-OOP-05
V06 01-23-2025

No. **PT-434**



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



Management
System
ISO 9001:2015

www.tuv.com
ID: 9108858749

January 02, 2025

ANNIE FAMELA B. RODRIGUEZ

Component Leader
Visayas State University
Visca, Baybay City, Leyte


Dear Ms. Rodriguez:

By the authority vested in me as University President, you are hereby appointed as Component Leader (**Skills Training in Use of Multimedia in Teaching**) under the extension project entitled: **"Capacitating Trainers on Persons Deprived of Liberty with Basic Learning and Living Skills"** charge to the VSU General Appropriation Act (GAA) project code: EXT116 and subject to availability of funds effective January 2, 2025-December 31, 2025 without honorarium.

As a **Component Leader**, you are responsible for training the topic about **Skills Training in the Use of Multimedia in Teaching**. You are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Assist and support the implementation of the project.
2. Serve as resource speaker and conduct skills training regarding "The Use of Multimedia in Teaching".
3. Contribute to the submission of quarterly extension progress reports to the project leader.
4. Assist the project leader in the submission of the terminal report upon completion of the project concerning skills training in "The Use of Multimedia in Teaching."
5. Assist in the publication of articles of significant extension findings in indexed/peer-reviewed journals.

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 College Dean, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.


PROSE IVY G. YEPES
President

CC: OVPREI-VP; OVPREI-RPO; Director, Center; Dean, Faculty; RSPPRO; Budget Office; Finance Management Office; Accounting Office; OP

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 1
FM-OOP-05
V06 01-23-2025

No. **25-435**



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



Management
System
ISO 9001:2015

www.tuv.com
ID: 9105694749

January 02, 2025

SHALOM GRACE S. VEGA

Component Leader
Visayas State University
Visca, Baybay City, Leyte


Dear Dr. Vega:

By the authority vested in me as University President, you are hereby appointed as Component **Leader (Skills Training in Teaching Methodologies and Strategies)** under the extension project entitled: **"Capacitating Trainers on Persons Deprived of Liberty with Basic Learning and Living Skills"** charge to the VSU General Appropriation Act (GAA) project code: EXT116 and subject to availability of funds effective January 2, 2025-December 31, 2025 without honorarium.

As a **Component Leader**, you are responsible for training the topic about **Skills Training in Teaching Methodologies and Strategies**. You are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Assist and support the implementation of the project.
2. Serve as resource speaker and conduct skills training regarding "Teaching Methodologies and Strategies".
3. Contribute to the submission of quarterly extension progress reports to the project leader.
4. Assist the project leader in the submission of the terminal report upon completion of the project concerning skills training in "Teaching Methodologies and Strategies."
5. Assist in the publication of articles of significant extension findings in indexed/peer-reviewed journals.

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 College Dean, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.


PROSE IVY G. YEPES
President

CC: OVPREI-VP; OVPREI-RPO; Director, Center, Dean, Faculty; RSPPRO; Budget Office; Finance Management Office; Accounting Office; OP

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 1
FM-OOP-05
V06 01-23-2025

No. **2-434**



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



Management
System
ISO 9001:2015
www.tuv.com
ID 9108858749

January 02, 2025

FLORENCIO JOHN S. SALADAGA

Component Leader
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Saladaga:

By the authority vested in me as University President, you are hereby appointed as Component **Leader (Skills Training in Urban Gardening)** under the extension project entitled: **"Capacitating Trainers on Persons Deprived of Liberty with Basic Learning and Living Skills"** charge to the VSU General Appropriation Act (GAA) project code: EXT116 and subject to availability of funds effective January 2, 2025-December 31, 2025 without honorarium.

As a **Component Leader**, you are responsible for training the topic about **Skills Training in Urban Gardening**. You are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Assist and support the implementation of the project.
2. Serve as resource speaker and conduct skills training regarding "Urban Gardening."
3. Contribute to the submission of quarterly extension progress reports to the co-project leader.
4. Assist the project leader in the submission of the terminal report upon completion of the project concerning skills training in "Urban Gardening."
5. Assist in the publication of articles of significant extension findings in indexed/peer-reviewed journals.

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 College Dean, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.


PROSE IVY G. YEPES
President

CC: OVPREI-VP; OVPREI-RPO; Director; Center; Dean, Faculty; RSPPRO; Budget Office; Finance Management Office; Accounting Office; OP

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 1
FM-OOP-05
V06 01-23-2025
No. **28433**