



VISAYAS
STATE UNIVERSITY

EXTENSION
OFFICE

02 January 2025

DR. PROSE IVY G. YEPES
President
Visayas State University
ViSCA, Baybay City, Leyte

Dear **Dr. Yepes**,

This is to recommend the appointment of **Prof. Marlon M. Tambis** as a **Chairperson** of the Search for **Outstanding Rootcrop Farmer** category for the UGMAD Award effective on January 2, 2025 – December 31, 2025 without honorarium.

As a **Chairperson**, he/she shall be responsible for the following with appropriate workload unit equivalent:

1. Reviews and revisits the criteria for the assigned category.
2. Evaluate the submitted entries for the Search
3. Conducts interviews and field evaluation and validation among those who become shortlisted.
4. Coordinates with the Office of Extension Director for the updates.
5. Convenes your members for the planning of the conduct of the field evaluation.
6. Submit reports to the Office of Extension Director regarding the search.
7. Performs all related Farmers and Fisherfolks' Day.


Very truly yours,


CATHERINE C. ARRADAZA
Director, Extension Office

Conforme:


MARLON M. TAMBIS
Chairperson

Recommending Approval,


SANTIAGO T. PEÑA JR.
Vice President for Research, Extension, and Innovation



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DR. PROSE IVY G. YEPES

President
Visayas State University
ViSCA, Baybay City, Leyte

Dear **Dr. Yepes**,

This is to recommend the appointment of **Mr. Dioscoro M. Bolatete** as a **Member** of the Search for **Outstanding Rootcrop Farmer** category for the UGMAD Award effective on January 2, 2025 – December 31, 2025 without honorarium.

As a **Member**, he/she shall be responsible for the following with appropriate workload unit equivalent:

1. Reviews and revisits the criteria to the assigned category(ies);
2. Evaluate the submitted entries for the Search;
3. Conducts interviews and field evaluation and validation among those who become shortlisted.
4. Coordinates with the Office of Extension Director for the updates.
5. Assist in planning of the conduct of the field evaluation.
6. Submit reports to the Office of Extension Director regarding the search.
7. Performs all related Farmers and Fisherfolks' Day.

In case of changes in the responsibilities, and other matters concerned, approval should be sought from the University President upon recommendation of the Director for Extension Office and Vice President for Research, Extension, and Innovation.


Very truly yours,


CATHERINE C. ARRADAZA
Director, Extension Office

Conforme:


DIOSCORO M. BOLATETE
Member

Recommending Approval,


SANTIAGO T. PEÑA JR.
Vice President for Research, Extension, and Innovation

EXTENSION OFFICE

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