



May 22, 2024

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Santiago T. Peña Jr.**
VP for REI, Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Yepes:

This is to recommend the appointment of **Dr. Luz G. Asio** as Study Leader of Component 4 entitled: **"Design, production, and Distribution of ad materials and brochures"**, under the Extension Project entitled: Training, Technical Assistance and Distribution of Agronomic Crops Planting Materials in Support to RDEI Programs of VSU and Other Agencies in Eastern Visayas. This is without an honorarium effective on March 11, 2024 to May 21, 2024 unless revoked or terminated due to lack of budget.

As a Study Leader, she is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Supervises and manages the design, preparation, production, and distribution of the component study's print ad materials and brochures.
2. Prepares quarterly, semi-annual, and annual accomplishment reports and submits them to the project leader for consolidation as a project output.
3. Facilitates the preparation of progress report for annual In-house RDE Review. Present the progress and research outputs during the aforesaid annual activity.

In case of any changes in the title, methodology, or project site, 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,


LUZ G. ASIO
Head, DA

Conforme:


LUZ G. ASIO
Study Leader

Recommending Approval:

ANTONIO P. ABAMO
Director for Extension

Certified Funds available:

ALICIA M. FLORES
Head, Budget Office

Approved:

SANTIAGO T. PEÑA JR.
VP for Research, Extension and Innovation

Cc. OVPREI-VP
[OVPREI-RPO/Extension/innovation]
Head, Budget Office
Dean, College
Head, Department
Researcher
RSPPRO