



21 February, 2022

**Dr. MARIA JULIET C. CENIZA**

Vice President for Research, Extension & Innovation  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Ceniza:

This is to recommend the appointment of **Dr. Ivy C. Emnace** as **Study Leader** of **Study 2 – “Development of Disaster Food Packs”** under the Project entitled **“Developing a Smart and Sustainable Disaster Risk Management Model for Eastern Visayas”** without an honorarium effective January 1, 2022 to December 31, 2022 chargeable to **VSU-1P-2021-8b** unless sooner terminated due to lack of funds.

As Study leader, she is entitled to appropriate workload units as prescribed in the Research Manual and is expected to perform the following responsibilities:

1. Spearhead in the conduct of the different activities with the research and staff based on the approved proposal;
2. Submits quarterly accomplishment report to the project leader
3. Attends meetings related to the project
4. Submit quarterly progress reports to the project leader; and
5. Presents progress and product knowledge during the ANNUAL RDE In-House review.

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, Extension & Innovation.

Very truly yours,

  
**ANABELLA B. TULIN**

Dean, Graduate School

Conforme:

**IVY C. EMNACE**  
Study Leader

Certified funds available:

**ALICIA M. FLORES**  
Head, Budget Office