

January 02, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Maria Juliet C. Ceniza
Vice President for Research, Extension, and Innovation

Dear **Dr. Tulin**:

This is to recommend the appointment of **Ms. Fretzeljane O. Pogado** as a **Study Leader** of **"Inventory of Land Snails and Slugs in Mt. Pangasugan, Baybay City, Leyte"** under the approved VSU research project/study **"Biodiversity Conservation and Management Program of Mt. Pangasugan (BIO-CAMP)"** (Project Code: VSU-IP-2021-10), without honorarium effective immediately until December 31, 2022.

As a study leader, he is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Collect and gather data of snails and slugs in Mt. Pangasugan, Baybay City, Leyte;
2. Exercise supervision and control in the implementation of the study;
3. Submit report on the significant outputs/outcome of all components;
4. Submit quarterly research progress reports to the OVPREI-RPO (**Attachment 1**).
5. Submit midyear research progress reports every 1st week of July of every year (**Attachment 2**).
6. Submit annual research progress reports every 1st week of January of the succeeding year (**Attachment 3**).
7. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**).
8. Present a paper in the regional/ national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**).
9. Submit terminal report three (3) months after completion of research project (**Attachment 5**).
10. Publish articles of significant research findings in indexed / peer reviewed journals
11. Do other tasks as may be required by the program leader and higher authorities.

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, and Innovation.

Very truly yours,


DENNIS P. PEQUE *mil 21-22*
Project Leader-BIOCAMP