



January 3, 2019

**DR. OTHELLO B. CAPUNO**  
Vice President for Research and Extension  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Capuno:


This is to recommend the appointment of **DR. PASTOR P. GARCIA** as Project Leader of the research entitled "Geoinformatics Study of the Leyte Sab-a Peatland Forest" funded by VSU Research Grant without an honorarium effective January 3, 2019 to December 31, 2019 unless sooner terminated due to lack of funds.

As Project Leader, Dr. Garcia is expected to perform the following duties & responsibilities with appropriate workload equivalent units.

1. Provide over-all leadership in the conduct of the study provided for in the approved research proposal;
2. Supervise laborer of the study;
3. Prepare and submit regular status report of the study to the office of the Director for Research and furnish copy to the Director of Eco-FAMI.

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 and Extension.

Very truly yours,

  
**ROMEL B. ARMECIN**  
Director, Eco-FARMI

Conforme:

  
**PASTOR P. GARCIA**  
Project Leader

Endorsed by:

**JOSE L. BACUSMO**  
Director for Research

VSU's Vision:  
VSU's Mission:

A globally competitive university for science, technology, and environmental conservation.  
Development of highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment

Recommending approval:

**OTHELLO B. CAPUNO**

Vice President, R & E



January 3, 2019

**DR. PASTOR P. GARCIA**  
Professor, Eco-FARMI  
Visayas State University  
Visca, Baybay City

Dear **Dr. Garcia**:

As favorably endorsed and recommended by the Vice-President for Research and Extension, you are hereby appointed as Project Leader of the research entitled "Geoinformatics Study of the Leyte Sab-a Peatland Forest", without honorarium, effective January 3, 2019 to December 31, 2019 unless sooner terminated due to lack of funds.

As Project Leader, you are expected to perform the following duties & responsibilities with appropriate workload unit equivalent:

1. Provide over-all leadership in the conduct of the study provided for in the approved research proposal;
2. Supervise, delineate and delegate functions and responsibilities for the effective execution of all research activities; and,
3. Prepare and submit regular status report of the study to the office of the Director for Research and furnish copy to the Director of Eco-FAMI.

**EDGARDO E. TULIN**  
President

cc: *Eco-FARMI*  
*OVPRE*  
*OP*