



February 8, 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 renewal of appointment of **Ms. Kleer Jeann G. Longatang** as **Component Leader of Component 1 - "Monitoring on the Growth Performance and Insect Herbivory of Trees Planted at the Rainforestation Adopters' Farm in the Visayas"**, under the project **"Mainstreaming of Rainforestation in the Philippines (Project Code ViFARD-ELTI 360 Asia Program)**, charged to ViFARD subject to availability of funds effective January 1, 2022 until December 31, 2022, with equivalent workload units, renewable every year until completion of the project.

As Component Leader, Ms. Longatang will perform the following responsibilities:

1. Take charge of the overall planning, strategy formulation and supervision of the component;
2. Submit to OVPREI, through the Project Leader, the following reports:
 - a. Consolidated/Integrated report on the significant outputs/outcome of the component;
 - b. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**);
 - c. Midyear research progress reports every 1st week of July of every year (**Attachment 2**);
 - d. Annual research progress reports every 1st week of January of the succeeding year (**Attachment 3**);
3. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**);
4. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**);
5. Submit terminal report three (3) months after completion of research project (**Attachment 5**);
6. Publish articles of significant research findings in indexed/peer reviewed journals.

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, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.

Very truly yours,

MARLITO M. BANDE

Project Leader, Mainstreaming of RF in the Philippines