



January 26, 2023

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

Thru: Dr. Maria Juliet C. Ceniza
VP for Research Extension and Innovation

Dear Dr. Tulin:

This is to recommend the appointment of **Dr. Edgardo E. Tulin** as **Project Leader** of the Project entitled ***"Biological Activity and Chemistry of Essential Oils for Agriculture, Pharmaceuticals and Industry"*** without an honorarium effective January 1, 2023 to December 31, 2023 chargeable to **VSU-IP-2021-13** unless sooner terminated due to lack of funds.

As Project Leader, he is entitled to appropriate workload units as prescribed in the Research Manual and is expected to perform the following responsibilities:

1. Take charge of the overall management of the project.
2. Coordinate with collaborators and project staff in the overall implementation of the project.
3. Supervise the research staff in the procurement of chemicals, reagents and other materials needed in the project implementation.
4. Prepare reports per requirement by VSU and the funding agency.

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,

ROSA OPHELIA D. VELARDE
Director for Research

Conforme:

Certified funds available:

EDGARDO E. TULIN
Project Leader

ALICIA M. FLORES
Head, Budget Office

