



**VISAYAS**  
STATE UNIVERSITY

## ECOLOGICAL FARM RESOURCES AND MANAGEMENT INSTITUTE

September 24, 2024

**Dr. Prose Ivy G. Yepes**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **Dr. Santiago T. Peña Jr.**  
VP for REI

Dear **Dr. Yepes**:

This is to recommend the appointment of **Dr. Suzette B. Lina** as Co-Project Leader of the VSU funded Research Project entitled "**Standardization, Reformulation and Utilization of Bio-fertilizers**" without honorarium effective January 1, 2024 to December 31, 2024 chargeable to **EFS 3. 1418-1** unless sooner terminated due to lack of funds.

As Co-Project Leader, she is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Assist the Project leader in integrating the significant outputs/outcome of all components under the project.
2. Help the project leader the submission of quarterly research progress reports to the OVPREI-RPO (**Attachment 1**).
3. Assist the project leader in submitting every 1<sup>st</sup> week of July of every year the midyear research progress reports (**Attachment 2**).
4. Assist the project leader in submitting every 1<sup>st</sup> week of January of the succeeding year the annual research progress reports (**Attachment 3**).
5. Present the research highlights or papers during the Research In-House Review and Evaluation (**Attachment 4**).
6. Present a paper in the regional/ national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**).
7. Submit terminal report three (3) months after completion of research project (**Attachment 5**).
8. Help the project leader in publishing articles of significant research findings in indexed/peer reviewed journals.

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

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