July 28, 2023

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

Thru: Dr. Maria Juliet C. Ceniza
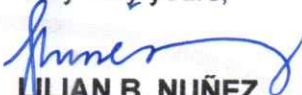VP for REI

Dear Dr. Tulin:

This is to recommend the appointment of **Ms. Merry Jean A. Caparas** as Study Leader of the research project entitled **"Colonial Urban Planning: The Retreat and Return Cycle of Coastal Slums Dwellers in the Philippines"** with project code **GAA.ISRDS.0723-0624.02** without honorarium effective July 1, 2023 to December 31, 2023 chargeable to **VSU GAA 2023.**

As Study Leader, Ms. Caparas is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Plan activities as indicated in the approved proposal;
2. Implement project activities as planned;
3. Submit quarterly progress reports to OVPREI;
4. Present a paper in regional/national R&D Symposia/fora/conferences;
5. Publish articles of significant research findings in indexed/peer-reviewed journals;
6. Submit terminal report three (3) months after project termination.

Very truly yours,

LILIAN B. NUÑEZ
Director

Conforme:

MERRY JEAN A. CAPARAS
Instructor I

Endorsed by:

MOISES NEIL V. SERIÑO
College Dean

Certified funds available:

ALICIA M. FLORES
Head, Budget Office

ROSA OPHELIA D. VELARDE
Director for Research

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No. 2023-329

Recommending Approval:

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

cc: *OVPREI-VP*
        [OVPREI-RPO/ Extension/ Innovation]
        Head, Budget Office
        Dean, College
        Head, Department
        Researcher
        RSPPRO

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