



March 11, 2024

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

Thru: **Dr. Dennis P. Peque**
VP for REI, Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Yepes:

This is to recommend the appointment of **Dr. Berta C. Ratilla** as Co-Study Leader of Component 2 entitled: **"Training and Technical assistance on the production systems of cereal crops; (rice, corn, adlay, sorghum) and other agronomic crops"** under the Extension Project entitled: Training, Technical Assistance and Distribution of Agronomic Crops Planting Materials in Support to RDEI Programs of VSU and Other Agencies in Eastern Visayas. This is without an honorarium effective on March 11, 2024 to May 21, 2024 unless revoked or terminated due to lack of budget.

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

1. Assists study leader in the overall implementation of the component study.
2. Facilitates conduct of training and technical assistance on improved production practices on corn, legumes, and root crops.
3. Prepares quarterly, semi-annual, and annual accomplishment reports of the conducted training and technical assistance, and submits them to the study leader for finalization and submission to the project leader.
4. Collates information and knowledge gained relevant to the conducted training and technical assistance relative to her assigned functions.

In case of any changes in the title, methodology, or project site, 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

DIONESIO M. BAÑOC
DA, Head

Conforme:

BERTA C. RATILLA
Co-Study Leader

Recommending Approval:

ANTONIO P. ABAMO
Director for Extension

Cc. OVPREI-VP
[OVPREI-RPD/Extension/innovation]
Head, Budget Office
Dean, College
Head, Department
Researcher
RSPPRO

Certified Funds available:

ALICIA M. FLORES
Head, Budget Office

Approved:

DENNIS P. PEQUE
VP for Research, Extension, and Innovation