

December 14, 2021

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 appointment of **ROTACIO S. GRAVOSO** as **Project Staff Level 2** of the project entitled **Enhancing Livelihoods through Forest Landscape Restoration (ASEM/2016/103)** funded by **Australian Centre for International Agricultural Research (ACIAR)** and **Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development (PCAARRD)** with an honorarium of **SIX THOUSAND PESOS (Php 6,000.00)** per month effective January 1, 2022 to March 31, 2022 chargeable to **(101T 20201050 – 1.92)** unless sooner terminated due to lack of funds.

As Study Leader, you are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Spearhead in the production of extension manuals and capacity building activities within the project sites in regions 6, 7 and 8
2. Lead in assessing the training needs of and acceptability of extension materials among partner POs in the project sites
3. Participate in data collection and analysis
4. Assist in making reports and carrying out project presentations; and
5. Perform other duties related to the study

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 and Extension.

Very truly yours,


ARTURO E. PASA
Project Leader