



VISAYAS
STATE UNIVERSITY



VSU
Tropical Ecology

August 29, 2024

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

Thru: Dr. Santiago T. Peña Jr.
Vice-President for Research, Extension and Innovation

Dear **Dr. Yepes**,

This is to recommend the appointment of **Dr. Analyn M. Mazo** as **Project Leader** of the CRM extension project entitled "**Integrated Coastal Resource Management in Southeastern Camotes Sea and Selected Municipalities of Leyte**" (**Project Code NRCRM-015**), charged to the General Funds, subject to availability of funds, effective July 1, 2024, until December 31, 2024, with equivalent workload units, renewable every year until completion of the project.

As Project Leader, Dr. Mazo is expected to perform the following responsibilities:

1. Take charge of the overall planning, strategy formulation, and supervision of the project;
2. Submit to OVPREI, through the Institute Director, the following reports:
 1. Consolidated/Integrated reports on the significant outputs/outcome of all components;
 2. Quarterly progress reports to the OVPREI-RPO;
 3. Annual progress reports every 1st week of January of the succeeding year;
3. Present the highlights or papers during the Research In-house Review and Evaluation;
4. Submit terminal report three (3) months after completion of the extension project;
5. Publish articles of significant findings in indexed/peer-reviewed journals.

For any changes in the title, methodology, project site, and/or budget, approval should first be sought from the University President upon recommendation by the concerned College Dean, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.



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