



January 01, 2022

Dr. Ulysses A. Cagasan
Department of Agronomy
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Cagasan:

As favorably endorsed and recommended by the Vice President for Research, Extension and Innovation, you are hereby appointed as Project Leader of 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" (project code: EXT69-Agronomy), "charged to the (GAA Funded projects) subjects to availability of funds effective (January 01, 2022-December 31, 2022) with equivalent workload units. Renewable every year until completion of the project.

As Project Leader, you are expected to submit to OVPREI through the Center/ Institute Director or College Dean the Following reports:

1. Consolidate and integrate reports on the significant outputs/outcome of the study.
2. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**).
3. Midyear research progress reports every 1st week of July of every year (**Attachment 2**).
4. Annual research progress reports every 1st week of January of the succeeding year (**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. Publish articles of significant research findings in indexed / peer reviewed journals.

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, Center, Director for Research, Extension and Innovation.

EDGARDO E. TULIN
President

cc: VPREI-VP-RPO; Director, Center, Dean, College; RSPPRO, Budget Office; Finance Management Office (FMO); Accounting Office; File-OP

January 01, 2022

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

Thru: **Dr. Maria Juliet C. Ceniza**
VP for REI, Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

This is to recommend the appointment of **Dr. Ulysses A. Cagasan** as Project Leader of 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 January 01, 2022 to December 31, 2022 unless revoked or terminated due to lack of budget.

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


1. Take the lead in the implementation of the project.
2. Facilitate the production of quality planting materials of all agronomic crops.
3. Spearheads the conduct of trainings and distribution of quality planting materials to interested farmers.
4. Facilitates and develop technical assistance thru phone calls or schedule farm visits.
5. Spearheads the design and development of print add materials and brochures of cultural management practices in agronomic crops.
6. Updates the Department, College Research Coordinator, RDEI Office on the progress of the project.
7. Present the progress and research outputs during the annual RDE In- house review,
8. Publish important findings in referred journals.

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


RUTH O. ESCASINAS
Head, DA

Conforme:


ULYSSES A. CAGASAN
Assoc. Prof. V /Project Leader

Certified Funds Available:


ALICIA M. FLORES
Head, Budget Office