



January 5, 2022

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

Thru: **Dilberto O. Ferraren**
 VP for Planning, Resource Generation
 & Auxiliary Services

Dear Dr. Tulin:

This is to recommend the appointment of **Dr. Luz O. Moreno** as Co-Project Leader of the NARC STF Project "Mass propagation of abaca tissue cultured planting materials" without honorarium effective January 1 to December 31, 2022.

As Co-Project Leader, Dr. Moreno is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Implements the different activities of the project.
 2. Daily remittance of collections, when applicable, especially when it reaches at least P500.00
 3. Submit detailed monthly project reports indicating the sales and expenses which shall include all the direct and indirect costs, and
 4. Submit and present his accomplishment during the regular annual IGP Review indicating problems encountered, solutions undertaken and plan of activities for the next period.
- 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, Extension, and Innovation.

Very truly yours,

ROBELYN T. PIAMONTE
 Director, NARC

Conforme:

LUZ O. MORENO
 Project Leader



Mission:

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