



January 3, 2023

**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:**

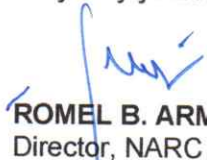
This is to recommend the appointment of **Dr. Flora Mia Y. Duatin** as Project Leader of the NARC STF Project "Mass propagation of abaca tissue cultured planting materials" without honorarium effective January 3, 2023 to December 31, 2023.

As Project Leader, Dr. Duatin 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 her 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,

  
**ROMEL B. ARMECIN**  
Director, NARC

Conforme:

  
**FLORA MIA Y. DUATIN**  
Project Leader



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID: 910802745

**Vision:**  
**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.