



January 12, 2024

**Dr. Daniel Leslie S. Tan**

OIC-President

Visayas State University

Visca, Baybay City, Leyte

*Thru:* **Dr. Dennis P. Peque**

Vice-President for Research, Extension and Innovation

Dear **Dr. Tan**,

This is to recommend the renewal of the appointment of **Dr. Marlito M. Bande** as **Project Leader** of the research project entitled “**Ecological Assessment and Conservation of *Aquilaria malaccensis* Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECoSAP)**” (Project Code: VSU-IP-2021-9), charged to the Internationalization Program, subject to availability of funds, effective January 1, 2024 until December 31, 2024, with equivalent workload units, renewable every year until the completion of the project.

As Project Leader, Dr. Bande will perform the following responsibilities:

1. Take charge of the overall planning, strategy formulation and supervision of the project;
2. Submit to OVPREI, through the undersigned Institute Director, the following reports:
  - a. Consolidated/Integrated report on the significant outputs/outcome of all components
  - b. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**)
  - c. Midyear research progress reports every 1<sup>st</sup> week of July of every year (**Attachment 2**)
  - d. Annual research progress reports every 1<sup>st</sup> week of January of the succeeding year (**Attachment 3**)
3. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**);
4. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**);
5. Submit terminal report three (3) months after completion of research project (**Attachment 5**);
6. Publish articles of significant research 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.

Thank you for your continued support to the Institute.

Very truly yours,

**TEOFANES A. PATINDOL**  
Director

**Conformé:**

**MARLITO M. BANDE**  
Associate Professor IV, ITEEM

**Endorsed by:**

**RENEZITA S. COME**  
Dean, College of Forestry and  
Environmental Science (CFES)

**Recommending Approval:**

**DENNIS P. PEQUE**  
VP for Research, Extension, and Innovation

cc: OVPREI (VP)  
OVPREI (RPO)  
Head, Budget Office  
Dean, CFES  
Director, ITEEM  
MMBande  
RSPPRO

**Certified Funds Available:**

**ALICIA M. FLORES**  
Head, Budget Office

**Noted:**

**IVY C. EMNACE**  
Director for Research