



February 15, 2022

**DR. MARIA JULIET C. CENIZA**

Vice President for Research, Extension and Innovation  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Ceniza**:

This is to recommend the appointment of **Dr. Bethlehem A. Ponce** as **Project Leader** of the extension project entitled ***"Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices"*** without honorarium effective February 15, 2022 to December 31, 2022 unless sooner terminated due to lack of funds.

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

1. Exercise supervision and control in the implementation of the project;
2. Submit progress reports to the OVPREI;
3. Present project results during the VSU Annual In-House Review and R & D Symposium;
4. Submit terminal report three (3) months after project termination.

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,

**JETT C. QUEBEC**

Department Head

Conforme:

Certified Funds Available:

**BETHLEHEM A. PONCE**

Asst. Prof. I

**ALICIA M. FLORES**

Head, Budget office

Endorsed by:

**MA. THERESA P. LORETO**

College Dean



Recommending Approval:

**MARIA JULIET C. CENIZA**

VP for Research, Extension and Innovation

cc: *VP, Research, Extension & Innovation*  
*Dean, College of Arts and Sciences*  
*Head, Department of Liberal Arts and Behavioral Sciences*  
*Researcher*  
*RSPPRO*