



February 2, 2022

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

Thru: Dr. Maria Juliet C. Ceniza
Vice-President for Research, Extension and Innovation

Dear **Dr. Tulin**,

This is to recommend the renewal of 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, 2022 until December 31, 2022, with equivalent workload units, renewable every year until 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 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 1st week of July of every year (**Attachment 2**)
 - d. Annual research progress reports every 1st 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.

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, Director for Research, and the Vice President for Research, Extension and Innovation.

Thank you for your continued support to the Institute.

Very truly yours,

ELIZA D. ESPINOSA
Director