



January 1, 2022

DR. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

This is to recommend the appointment of **Dr. Marisel A. Leorna** as Study Leader of the research project entitled "Formulation & Optimization of Coconut-based Beverages (NCRC.2025.1)" without honorarium effective January 1, 2022 to December 31, 2022. This research is part of the VSU funded project entitled "Development, Optimization and Market Study of Coconut Food Products".

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


1. Supervise the implementation of the research.
2. Ensures submission of quarterly research progress reports to the OVPREI.
3. Presents project results during the VSU Annual RDE In House Review.
4. Publish one or more of the research's knowledge products generated from the research project.
5. 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.

Sincerely yours,

ROSA OPHELIA D. VELARDE
Director for Research

Conforme:


MARISEL A. LEORNA
Project Study Leader

Certified funds available:

MYRNA S. PANCITO
Head, Budget Office

Recommending Approval:

MARIA JULIET C. CENIZA
VP for Research, Extension & Innovation

cc: OVPREI-VP, OVPREI-RPO, Head, Accounting Office, RSPPRO
NCRC-V file, MAlorna