



March 11, 2024

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Dennis P. Peque**
VP for REI, Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Yepes:

This is to recommend the appointment of **Teodomero C. Ratilla** as Co- Study Leader of Component 2 (**Production and distribution of NSIC-recommended legumes and root crop varieties**) under the Extension Project entitled: "Training, Technical Assistance, Distribution of Planting Materials, and Design, Production, and Distribution of Print Add Materials in Support to RDE Programs of VSU and Other Agencies in Eastern Visayas" project code: EXT69-Agronomy), charged to the (GAA Funded projects). This is without an honorarium effective on March 11, 2024 to May 21, 2024 unless revoked or terminated due to lack of budget.

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

1. Assists the study leader in the production and distribution of quality planting materials of NSIC-recommended legumes and root crops.
2. Collect data and other relevant information about the established production undertakings.
3. Assists the study leader in the preparation of quarterly, semi-annual, and annual accomplishment reports regarding legumes and root crop production and distribution undertakings.
4. Assists the study and project leaders in the preparation of reports for the annual In-House Extension Review presentation.

In case of any changes in the title, methodology, or project site, 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 and Extension.

Very truly yours,

DIONESIO M. BAÑOC
Head, DA

Conforme:

TEODOMERO C. RATILLA
Co-Study Leader

Recommending Approval:

ANTONIO P. ABAMO
Director for Extension

Certified Funds available:

ALICIA M. FLORES
Head, Budget Office

Approved:

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

Cc. OVPREI-VP
[OVPREI-RPO/Extension/innovation]
Head, Budget Office
Dean, College
Head, Department
Researcher
RSPPRO