



May 1, 2022

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

Thru: Dr. Maria Juliet C. Ceniza
VP for REI

Dear Dr. Tulin:

This is to recommend the appointment of **PROF. ALAN B. LORETO** as Project Leader of the research project entitled **“Regional Climate-Resilient Agri-fisheries (CRA) Assessment, Targeting, Prioritization in Leyte Province for Adaptation and Mitigation Initiative (AMIA)** (project code: CC4.PRC-FRM.1718)” without honorarium, charged to the VSU General Appropriation Act (GAA) subject to availability of funds effective January 1, 2022 to December 31, 2022 with equivalent workload units renewable every year until completion of the study.

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

1. Take the lead in the implementation of the research project.
2. Integrates the significant outputs/outcome of all components under the project.
3. Ensures the submission of quarterly research progress reports to the OVPREI-RPO (**Attachment 1**).
4. Submit every 1st week of July of every year the midyear research progress reports (**Attachment 2**).
5. Submit every 1st week of January of the succeeding year the annual research progress reports (**Attachment 3**).
6. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**).
7. Present a paper in the region/national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**).
8. Submit terminal report three (3) months after completion of the research project (**Attachment 5**).
9. 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.

Very truly yours,

MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Conforme:

Certified funds available:

ALAN B. LORETO

Project Leader & Innovation Director

ALICIA M. FLORES

Head, Budget Office

Noted by:

ROSA OPHELIA D. VELARDE

Director for Research

Recommending Approval:

MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

cc:

OVPREI-VP
OVPREI-Innovation
OVPREI-RPO
RCCRDC
Head, Budget Office
Dean, College
Head, Department
Prof. Alan B. Loreto -Researcher
RSPPRO



1 May 2022

Prof. Alan B. Loreto
Project Leader
PhilRootcrops
Visca, Baybay City, Leyte

Dear Prof. Loreto:

By the authority vested in me as University President, you are hereby appointed as **Project Leader** of the research project entitled “**Regional Climate-Resilient Agri-fisheries (CRA) Assessment, Targeting, Prioritization in Leyte Province for Adaptation and Mitigation Initiative (AMIA)** (project code: CC4.PRC-FRM.1718)” without honorarium, charged to the VSU General Appropriation Act (GAA) subject to availability of funds effective January 1, 2022 to December 31, 2022 with equivalent workload units renewable every year until completion of the study.

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EDGARDO E. TULIN
President

cc: OVPREI-VP; OVPREI-RPO; Director, Center; RCCRDC; Dean, College; RSPPRO; Budget Office; Finance Management Office; Prof. Alan B. Loreto -Researcher & Innovation Director; Accounting Office; File-OP