



January 31, 2024

Dr. Daniel Leslie S. Tan
Officer-in-Charge
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Dennis P. Peque
Vice-President for Research, Extension and Innovation

Dear **Dr. Peque**,

This is to recommend the appointment of **Ms. Fretzeljane O. Pogado** as **Project Leader** of the extension project entitled **"Upgrading Hatchery Facilities and Enhancing Production of Tilapia at Visayas State University" (Project Code EXT81)**, charged to the General Funds, subject to availability of funds, effective January 1, 2024, until June 30, 2024, with equivalent workload units, renewable every year until completion of the project.

As Project Leader, Ms. Pogado is expected to 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 reports 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 the extension project (**Attachment 5**);
6. Publish articles of significant research findings in indexed/peer-reviewed journals.

For any changes in the title, methodology, project site, and/or budget, 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.