



January 03, 2023

Dr. Luz G. Asio
Department of Agronomy
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Asio:

As favorably endorsed and recommended by the Vice President for Research, Extension and Innovation, you are hereby appointed as Study Leader of Component 4 **“Design, production, and Distribution of ad materials and brochures”**, from Extension Project entitled “Training, Technical Assistance and Distribution of Agronomic Crops, Planting Materials in Support to RDEI Programs of VSU and Other Agencies in Eastern Visayas” (project code: EXT69-Agronomy), “charged to the (GAA Funded projects) subjects to availability of funds effective (January 03, 2023-December 31, 2023) with equivalent workload units. Renewable every year until completion of the project.

As Study Leader, you are expected to submit to OVPREI through the Center/ Institute Director or College Dean the Following reports:

1. Supervises and manages the design, preparation, production, and distribution of the component study's print ad materials and brochures.
2. Prepares quarterly, semi-annual, and annual accomplishment reports and submits them to the project leader for consolidation as a project output.
3. Facilitates the preparation of progress report for annual In-house RDE Review. Present the progress and research outputs during the aforesaid annual activity.

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 for Research, Extension and Innovation.

EDGARDO E. TULIN
President

cc: VPREI-VP-RPO; Director, Center, Dean, College; RSPPRO, Budget Office; Finance Management Office (FMO); Accounting Office; File-OP