



May 22, 2024

**Dr. Prose Ivy G. Yepes**

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. Santiago T. Peña Jr.**

VP for REI, Visayas State University

Visca, Baybay City, Leyte

Visca, Baybay City, Leyte

**Dear Dr. Yepes:**

This is to recommend the appointment of **Dr. Dionesio M. Bañoc** as Study Leader of Component 2 entitled: **"Training and Technical assistance on the production systems of cereal crops; (rice, corn, adlay, sorghum) and other agronomic crops"** under the 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. This is without an honorarium effective on May 22, 2024 to December 31, 2024 unless revoked or terminated due to lack of budget.

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

1. Spearheads in the overall component study's implementation.
2. Leads the conduct of training and technical assistance on practices in rice production such as rice ratooning, palayamanan, minimum tillage, direct seeding, organic agriculture, and other climate-smart rice production technologies and practices to intended clients.
3. Updates the Department, College Research Coordinator, and RDEI Extension Office through submission of quarterly, semi-annual, and annual accomplishment reports to the project leader before submission and approval to aforementioned entities.
4. Facilitates preparation of the progress and research outputs for presentation during the annual RDE In- house review.

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

  
**LUZ G. ASIO**

DA, Head

Conforme:

  
**DIONESIO M. BAÑOC**

Study Leader

Recommending Approval:

**ANTONIO P. ABAMO**

Director for Extension

Cc. OVPREI-VP

[OVPREI-RPO/Extension/innovation]

Head, Budget Office

Dean, College

Head, Department

Researcher

RSPPRO

Certified Funds available:

**ALICIA M. FLORES**

Head, Budget Office

Approved:

**SANTIAGO T. PEÑA JR.**

VP for Research, Extension, and Innovation

**DEPARTMENT OF AGRONOMY**

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