



January 1, 2021

**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 **Dr. Pastor P. Garcia** as Project Leader of the VSU funded Research Project entitled **"Identifying Suitable Sites for Small-scale Irrigation Projects in Eastern Visayas Region through GIS-based Water Resources Assessment"** without honorarium effective January 1, 2021 to December 31, 2021 unless sooner terminated due to lack of funds.

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

1. Takes responsibility in the over-all management of the project.
2. Supervise functions and responsibilities for the effective execution of all the research activities;
3. Submit quarterly progress reports to OVPREI;
4. Present project results during the VSU Annual In-House Review;
5. Submit terminal report three (3) months after project termination.

In case of 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 Center Director and the Vice President for Research, Extension and Innovation.

Very truly yours,

  
**ROMEL B. ARMECIN**  
Director, Eco-FARMI

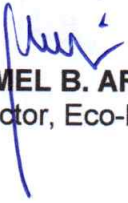
Conforme:

  
**PASTOR P. GARCIA**  
Project Leader

Certified funds available:

**ALICIA M. FLORES**  
OIC Head, Budget Office

Endorsed by:

  
**ROMEL B. ARMECIN**  
Director, Eco-FARMI

Noted:

**ROSA OPHELIA D. VELARDE**  
Director for Research

Recommending Approval:

**MARIA JULIET C. CENIZA**  
VP for Research, Extension and Innovation

CC: OVPREI-VP  
[OVPREI-RPO/ Extension/ Innovation]  
Head, Budget Office  
Dean, College  
Head, Department  
Researcher  
RSPPRO





January 1, 2021

**Dr. Pastor P. Garcia**

Project Leader

Eco-FARMI

Visca, Baybay City, Leyte

Dear **Dr. Garcia**:

As favorably endorsed by the Vice President of Research, Extension and Innovation, you are hereby appointed as Project Leader of the Research Project entitled **"Identifying Suitable Sites for Small-scale Irrigation Projects in Eastern Visayas Region through GIS-based Water Resources Assessment"**, *without honorarium*, charged to the VSU General Appropriation Act (GAA) subject to availability of funds effective January 1, 2021 to December 31, 2021 with equivalent workload units renewable every year until completion of the study.

As Project Leader, you are expected to perform the following responsibilities:

1. Take charge of the overall implementation of the study.
2. Ensures the submission of the quarterly extension progress reports of the study to the project leader (**Attachment 1**).
3. Submit to the project leader every 1<sup>st</sup> week of July of every year the midyear extension progress reports (**Attachment 2**).
4. Submit every 1<sup>st</sup> week of January of the succeeding year the annual extension progress reports of the study to the project leader (**Attachment 3**).
5. Submit the extension highlights or papers of the study for presentation in coordination with the project leader during the Research In-house Review and Evaluation (**Attachment 4**).
6. Present a paper in the regional/ national R&D Symposia/fora (**as scheduled by Consortium/ National agency concerned with prescribed standard format**).
7. Submit to the project leader your terminal report three (3) months after completion of extension study (**Attachment 5**).
8. 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,

**EDGARDO E. TULIN**

President

CC: OVPREI – VP; OVPREI – RPO; Dhenber C. Lusanta – Eco-FARMI Director; RSPPRO; Budget Office; Finance Management Office (FMO), Accounting Office; Budget Office; File - OP