



February 22, 2024

**Dr. Daniel Leslie S. Tan**

OIC-President

Visayas State University

Visca, Baybay City, Leyte

*Thru:* **Dr. Dennis P. Peque**

Vice-President for Research, Extension and Innovation

Dear **Dr. Tan**,

This is to recommend the renewal of the appointment of **Dr. Anatolio N. Polinar** as **Study Leader** of the research entitled “**Ecology and population distribution assessment of *Aquilaria malaccensis* in selected sites in Leyte and Biliran Islands**”, Study 1 of the research project entitled “*Ecological Assessment and Conservation of *Aquilaria malaccensis* Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECoSAP)*”, (**Project Code: VSU-IP-2021-9**), charged to the Internationalization Program, subject to the availability of funds, effective January 1, 2024, until December 31, 2024, with equivalent workload units, renewable every year until the completion of the project.

As Study Leader, Dr. Polinar is expected to perform the following responsibilities:

1. Exercise supervision and control in the implementation of the study, in coordination with the other study leaders;
2. Assess the population status of *Aquilaria* spp. of natural habitat in Leyte and Biliran Islands;
3. Evaluate and characterize the habitat condition of *Aquilaria* spp. in Leyte and Biliran Islands;
4. Describe the stand structure of *Aquilaria* spp. in Leyte and Biliran Islands;
5. Submit to OVPREI, through the Project Leader, the following:
  - a. Report on the significant outputs/outcomes of the research;
  - b. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**);
  - c. Midyear research progress reports every 1<sup>st</sup> week of July of every year (**Attachment 2**);
  - d. Annual research progress reports every 1<sup>st</sup> week of January of the succeeding year (**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 regional/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 research project (**Attachment 5**);
9. 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.

Thank you for your continued support.

Very truly yours,

**MARLITO M. BANDE**  
Project Leader, ECoSAP

***Conformé:***

**ANATOLIO N. POLINAR**  
Associate Professor, *and*  
Head, Department of Forest Science (DFS)

***Endorsed by:***

**RENEZITA S. COME**  
Dean, College of Forestry and  
Environmental Science (CFES)

***Certified Funds Available:***

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

***Noted:***

**IVY C. EMNACE**  
Director for Research

***Recommending Approval:***

**DENNIS P. PEQUE**  
VP for Research, Extension, and Innovation

cc: OVPREI (VP)  
OVPREI (RPO)  
Head, Budget Office  
CFES (Dean)  
DFS (File)  
ANPolinar  
RSPPRO  
ITEEM (File)