



27 December 2022

Dr. Arturo E. Pasa

Professor VI

College of Forestry and Environment Science

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr Pasa**:

As favorably endorsed and recommended by the Vice President for Research and Extension, you are hereby appointed **In-Country Project Coordinator** of the approved VSU research project under **Project number 378** entitled **“Project Tarsier: A nature-based solutions project for climate change, biodiversity and people”** funded by **University of Sunshine Coast (USC)** with an honorarium of EIGHT THOUSAND EIGHT HUNDRED PESOS (Php 8,800.00) PER MONTH effective January 1, 2023 to December 31, 2023 unless sooner terminated due to lack of funds.

As a Project Leader and In-Country Coordinator you are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Spearhead in the coordination of project implementation;
2. Coordinate with Project Lead for Implementation and Project Lead for HSSE in the conduct of field research;
3. Participate in data collection and analysis;
4. Submit report on the significant outputs/outcome of all components;
5. Submit quarterly research progress reports to the OVPREI-RPO (**Attachment 1**).
6. Submit midyear research progress reports every 1st week of July of every year (**Attachment 2**).
7. Submit annual research progress reports every 1st week of January of the succeeding year (**Attachment 3**).
8. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**).
9. Present a paper in the regional/ national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**).
10. Submit terminal report three (3) months after completion of research project (**Attachment 5**).
11. Publish articles of significant research findings in indexed / peer reviewed journals; and
12. Perform other duties related to the project.

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 College Dean, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.



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