

January 23, 2025

Dr. Prose Ivy G. Yepes

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. Santiago T. Peña Jr.**

Vice-President for Research, Extension, and Innovation

Dear **Dr. Peña**,

This is to recommend the renewal of the appointment of **Dr. Marlito M. Bande** as **Project Leader** of "**Ecological Assessment and Conservation of *Aquilaria malaccensis* Through Sustainable Agarwood Production in Leyte Island, Philippines (ECoSAP)**", charged to the Internationalization Program, Project Code: VSU-IP-2021-9, subject to availability of funds, effective immediately until December 31, 2025, without honorarium.

As Project Leader, Dr. Bande will perform the following responsibilities with appropriate workload unit equivalent:

1. Take charge of the overall planning, strategy formulation, and supervision of the project;
2. Submit to OVPREI, through the undersigned Institute Director, the following reports:
 - a. Consolidated/Integrated report on all components' significant outputs/outcomes
 - b. Quarterly research progress reports to the OVPREI-RPO
 - c. Midyear research progress reports every 1st week of July of every year
 - d. Annual research progress reports every 1st week of January of the succeeding year
3. Present the research highlights or papers during the Research In-house Review and Evaluation;
4. Present a paper in the regional/national R&D Symposia/fora (*as scheduled by Consortium/National agency concerned with prescribed standard format*);
5. Submit terminal report three (3) months after completion of the research project;
6. Publish articles of significant research findings in indexed/peer-reviewed journals.

Thank you for your continued support to the Institute.

Very truly yours,

TEOFANES A. PATINDOL

Director



**INSTITUTE OF TROPICAL ECOLOGY AND
ENVIRONMENTAL SCIENCE**

Faculty of Forestry and Environmental Science

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Conformé:

MARLITO M. BANDE

Associate Professor V, ITEES

Endorsed by:

RENEZITA S. COME

Dean, Faculty of Forestry and Environmental Science (FFES)

Noted:

IVY C. EMNACE

Director for Research

Certified Funds Available:

ALICIA M. FLORES

Head, Budget Office

Recommending Approval:

SANTIAGO T. PEÑA JR.

VP for Research, Extension, and Innovation

cc: OVPREI (VP)
OVPREI (RPO)
Budget Office (Head)
FFES (Dean)
RSPPRO
MMBande
ITEES (File)

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.
Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.