

January 02, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Maria Juliet C. Ceniza
Vice President for Research, Extension, and Innovation

Dear **Dr. Tulin**:

This is to recommend the appointment of **Dr. Angelica P. Baldos** as a **Study Leader** of **"Edaphic Factors and Tree Species Distribution in Mt. Pangasugan"** under the approved VSU research project/study **"Biodiversity Conservation and Management Program of Mt. Pangasugan (BIO-CAMP)"** (Project Code: VSU-IP-2021-10), without honorarium effective immediately until December 31, 2021.

As a study leader, he is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Collect data on edaphic and environmental factors to determine possible relationships with tree species distribution;
2. Exercise supervision and control in the implementation of the study;
3. Submit report on the significant outputs/outcome of all components;
4. Submit quarterly research progress reports to the OVPREI-RPO (**Attachment 1**);
5. Submit midyear research progress reports every 1st week of July of every year (**Attachment 2**);
6. Submit annual research progress reports every 1st week of January of the succeeding year (**Attachment 3**);
7. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**);
8. Present a paper in the regional/ national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**);
9. Submit terminal report three (3) months after completion of research project (**Attachment 5**);
10. Publish articles of significant research findings in indexed / peer reviewed journals;
11. Do other tasks as may be required by the program leader and higher authorities.

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 or Center Director and the VP for Research, Extension, and Innovation.

Very truly yours,


DENNIS P. PEQUE
Project Leader-BIOCAMP