



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**:

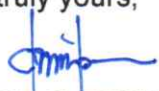
This is to recommend the appointment of **Dr. Arturo E. Pasa** as a **Study Leader** of "**Assessment of Palms and Rattans in Mt. Pangasugan**" under the approved VSU research project/study "**Biodiversity Conservation and Management Program of Mt. Pangasugan (BIO-CAMP)**" (Project Code: VSU-IP-2021-10), without honorarium effective immediately until December 31, 2022.

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

1. Collect data on palms and rattans in Mt. Pangasugan;
2. Exercise supervision and control in the implementation of the study;
3. Submit terminal report one (1) month after project termination;
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.
12. 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 Vice-President for Research, Extension, and Innovation.

Very truly yours,


DENNIS P. PEQUE
Project Leader-BIOCAMP