



VISAYAS  
STATE UNIVERSITY

## ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

7 January 2025

**Dr. Prose Ivy G. Yepes**

President

Visayas State University

Visca, Baybay City, Leyte, 6521-A

Thru: **Dr. Santiago T. Peña, Jr.**

VP for Research, Extension and Innovation

Dear **Dr. Yepes**:

This is to recommend the appointment of **Ms. Roda G. Capacao** as **Study Leader** of the VSU-Funded Research project entitled, "**Quality Assessment and Microbial Characterization of Effective Microorganisms (EM) Developed at Visayas State University**" effective **January 7, 2025 to December 31, 2025** with equivalent workload units renewable every year until completion of the project.

As Study Leader, you are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Take the lead in the implementation of the research project.
2. Integrates the significant outputs/ outcome of all components under the project.
3. Ensures the submission of quarterly research progress reports to the OVPREI-RPO.
4. Submit every 1<sup>st</sup> week of July of every year the midyear research progress reports.
5. Submit every 1<sup>st</sup> week of January of the succeeding year the annual research progress reports.
6. Midyear extension progress reports every 1<sup>st</sup> week of July every year.
7. Present the research highlights or papers during the Research In-House Review and Evaluation.
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 the terminal report three (3) months after completion of the research project.
10. Publish articles of significant findings in indexed/peer-reviewed journals.

In case of 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, Director for Research, and the Vice President for Research, Extension, and Innovation.

Very truly yours,

**JEROME O. ARRIBADO**

Head, Eco-FARMI



**ECO-FARM AND RESOURCE MANAGEMENT  
INSTITUTE**

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