



VISAYAS  
STATE UNIVERSITY

## ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

January 16, 2025

**Dr. Prose Ivy G. Yepes**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **Dr. Santiago T. Peña, Jr.**  
VP for REI

Dear **Dr. Yepes**:

This is to recommend the appointment of **Dr. Romel B. Armecin** as Project Leader of the VSU funded Research Project entitled "**Standardization, Reformulation and Utilization of Bio-fertilizers**" without honorarium effective January 2, 2025 to December 31, 2025 chargeable to **EFS 3. 1418-1** unless sooner terminated due to lack of funds.

As Project Leader, he is 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 (**Attachment 1**).
4. Submit every 1<sup>st</sup> week of July of every year the midyear research progress reports (**Attachment 2**).
5. Submit every 1<sup>st</sup> week of January of the succeeding year the annual research progress reports (**Attachment 3**).
6. Present the research highlights or papers during the Research In-House Review and Evaluation (**Attachment 4**).
7. Present a paper in the regional/ national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**).
8. Submit terminal report three (3) months after completion of research project (**Attachment 5**).
9. Publish articles of significant research findings in indexed/peer reviewed journals.

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

Very truly yours,



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Page 1 of 2  
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