



January 3, 2022

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

Thru: Dr. Maria Juliet C. Ceniza
VP for REI

Dear Dr. Tulin:

This is to recommend the appointment of **Dr. Suzette B. Lina** as Project Leader of the VSU funded Research Project entitled "**Standardization, Reformulation and Utilization of Bio-fertilizers**" without honorarium effective January 3, 2022 to December 31, 2022 chargeable to **EFS 3. 1418-1** unless sooner terminated due to lack of funds.

As Project Leader, she 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 1st week of July of every year the midyear research progress reports (**Attachment 2**).
5. Submit every 1st 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,

DHENBER C. LUSANTA
OIC, Eco-FARMI



Conforme:

SUZETTE B. LINA
Project Leader

Endorsed by:

DHENBER C. LUSANTA
OIC, Eco-FARMI

Certified funds available:

ALICIA M. FLORES
OIC Head, Budget Office

Noted:

ROSA OPHELIA D. VELARDE
Director for Research

Recommending Approval:

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

CC: OVPREI-VP
[OVPREI-RPO/ Extension/ Innovation]
Head, Budget Office
Dean, College
Head, Department
Researcher
RSPPRO



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Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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v0 05-04-2020

No. 22-034



January 3, 2022

Dr. Suzette B. Lina
Project Leader
Visca, Baybay City, Leyte

Dear **Dr. Lina**:

By the authority vested in me as University President, you are hereby appointed as Project Leader of the the VSU funded Research Project entitled "**Standardization, Reformulation and Utilization of Bio-fertilizers**" effective January 3, 2022 to December 31, 2022 with equivalent workload units renewable every year until completion of the project.

As Project Leader, you are expected to submit to OVPREI through the Center/Institute Director or College Dean the following report:

1. Consolidated/Integrated report on the significant outputs/outcome of all components.
2. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**).
3. Midyear research progress reports every 1st week of July of every year (**Attachment 2**).
4. Annual research progress reports every 1st week of January of the succeeding year (**Attachment 3**).
5. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**).
6. Present a paper in the regional/ national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**).
7. Submit terminal report three (3) months after completion of research project (**Attachment 5**).
8. Publish articles of significant research findings in indexed / peer reviewed journals.

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

EDGARDO E. TULIN
President

cc: OVPREI – VP; OVPREI – RPO; Director, Center; Dean, College; RSPPRO; Budget Office; Finance Management Office (FMO); Accounting Office; File - OP