



January 29, 2024

**Dr. Daniel Leslie S. Tan**

Officer-in-charge

Visayas State University

Visca, Baybay City, Leyte

**Thru: Dr. Dennis P. Peque**

Vice-President for Research, Extension and Innovation

Dear **Dr. Tan**,

This is to recommend the appointment of **Ms. Fretzeljane O. Pogado** as **Study Leader of Study 3 - "Species Composition, Abundance and Succession of Meiofauna in Artificial and Natural Reefs"** under the CRM research study "**Biodiversity of Marine Flora and Fauna in Artificial Reefs of Baybay City and Selected Municipalities of the 5<sup>th</sup> District of Leyte**" (Project Code NRM-ITM-1517), charged to General Funds, subject to availability of funds, effective January 1, 2024, until December 31, 2024, with equivalent workload units renewable every year until completion of the project.

As Study Leader, Ms. Pogado will perform the following responsibilities:

1. Take charge of the overall planning, strategy formulation, and supervision of the study;
2. Develop IEC materials;
3. Submit to OVPREI, through the Institute Director, the following reports:
  - a. Consolidated/Integrated report on the significant outputs/outcome of the study;
  - b. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**);
  - c. Midyear research progress reports every 1<sup>st</sup> week of July of every year (**Attachment 2**);
  - d. Annual research progress reports every 1<sup>st</sup> week of January of the succeeding year (**Attachment 3**);
4. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**);
5. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**);
6. Submit terminal report three (3) months after completion of the research project (**Attachment 5**);
7. Publish articles of significant research findings in indexed/peer-reviewed journals.

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