



May 22, 2024

**Teodomero C. Ratilla**  
Department of Agronomy  
Visayas State University  
Visca, Baybay City, Leyte

**Dear Mr. Ratilla:**

As favorably endorsed and recommended by the Vice President for Research, Extension and Innovation, you are hereby appointed as Co-Study Leader of Component 2 (**Production and distribution of NSIC-recommended legumes and root crop varieties**)", from Extension Project entitled "Training, Technical Assistance, Distribution of Planting Materials, and Design, Production, and Distribution of Print Add Materials in Support to RDE Programs of VSU and Other Agencies in Eastern Visayas" (project code: EXT69-Agronomy), "charged to the (GAA Funded projects) subjects to availability of funds effective (May 22, 2024 to December 31, 2024) with equivalent workload units. Renewable every year until completion of the project.

As Co-Study Leader, you are expected to submit to OVPREI through the Center/ Institute Director or College Dean the following reports:

1. Assists the study leader in the production and distribution of quality planting materials of NSIC-recommended legumes and root crops.
2. Collect data and other relevant information about the established production undertakings.
3. Assists the study leader in the preparation of quarterly, semi-annual, and annual accomplishment reports regarding legumes and root crop production and distribution undertakings.
4. Assists the study and project leaders in the preparation of reports for the annual In-House Extension Review presentation.

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 for Research, Extension and Innovation.

**PROSE IVY G. YEPES**  
President

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