



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**AGRONOMY**

December 26, 2024

**Dr. Prose Ivy G. Yepes**

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. Santiago T. Peña Jr.**

VP for REI, Visayas State University

Visca, Baybay City, Leyte

**Dear Dr. Yepes:**

This is to recommend the appointment of **Dr. Ulysses A. Cagasan** as Project Leader of the Extension Project entitled: **"Training, Technical Assistance, and Distribution of Agronomic Crops Planting Materials in Support of RDEI Programs of VSU and Other Agencies"** project code: EXT69-Agronomy, charged to the (GAA Funded projects). This is without an honorarium effective on January 1, 2025 to December 31, 2025 unless revoked or terminated due to lack of budget.

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 project.
2. Facilitates the production of quality planting materials of all agronomic crops.
3. Spearheads the conduct of training and distributions of quality planting materials to interested farmers.
4. Facilitates and develops technical assistance through phone calls or scheduled farm visits.
5. Spearheads the design and development of print add materials and brochures of cultural management practices in agronomic crops.
6. Updates the Department, College Research Coordinator, RDEI Office on the progress of the project.
7. Present the progress and research outputs during the annual RDE In-house review,
8. Publish important findings in refereed journals.
9. Prepares quarterly, semi-annual, annual accomplishments reports, and progress reports or research output for the presentation during the annual RDE In- house review

In case of any changes in the title, methodology, or project site, approval should first be sought from the University President upon recommendation by the concerned College Dean or Center Director and the Vice President for Research and Extension.

Very truly yours,

  
**LUZ G. ASIO**

Head, DA

**DEPARTMENT OF AGRONOMY**

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Page 1 of 2  
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**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**AGRONOMY**

December 17, 2024

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

Thru: **Dr. Santiago T. Peña Jr.**  
VP for REI, Visayas State University  
Visca, Baybay City, Leyte

**Dear Dr. Yepes:**


This is to recommend the appointment of **Dr. Luz G. Asio** as Study Leader of Component 3.1, entitled: ***"Design, production, and distribution of print ad materials (brochures) on crop production technologies for corn, legumes, and rootcrops"***, under the Extension Project entitled: Training, Technical Assistance and Distribution of Agronomic Crops Planting Materials in Support to RDEI Programs of VSU and Other Agencies in Eastern Visayas. This is without an honorarium effective from January 01, 2025, to December 31, 2025, unless revoked or terminated due to lack of budget.

As a Component Leader, she is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Oversees the design, production, and distribution of printed advertising materials for corn, legumes, and root crop technologies.
2. Coordinates the distribution of these materials to clients and prepares quarterly, semi-annual, and annual accomplishment reports for component 3.1, which are submitted to the project leader for consolidation.

In case of any changes in the title, methodology, or project site, approval should first be sought from the University President upon recommendation by the concerned College Dean or Center Director and the Vice President for Research and Extension.

Very truly yours,

  
**ULYSSES A. CAGASAN**  
Project Leader

**DEPARTMENT OF AGRONOMY**

Visayas State University, PQUV+97H Baybay City,  
Leyte

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