



21 February, 2022

**Dr. MARIA JULIET C. CENIZA**

Vice President for Research, Extension & Innovation

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Ceniza:

This is to recommend the appointment of **Dr. Eliza D. Espinosa** as **Study Leader** of **Study 3 – “Capacity Building Activities of Personnel and Other Stakeholders Engaged in Environmental Protection and Disaster Management”** under the Project entitled **“Developing a Smart and Sustainable Disaster Risk Management Model for Eastern Visayas”** without an honorarium effective January 1, 2022 to December 31, 2022 chargeable to **VSU-1P-2021-8c** unless sooner terminated due to lack of funds.

As Study leader, she is entitled to appropriate workload units as prescribed in the Research Manual and is expected to perform the following responsibilities:

1. Exercise supervision and control in the implementation of the study;
2. Submit progress reports to the OVPREI;
3. Present project results during the VSU Annual In-house Review and R & D Symposium;
4. Submit terminal report one (1) month after project termination.

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 College Dean or Center Director and the Vice President for Research, Extension & Innovation.

Very truly yours,

  
**ANABELLA B. TULIN**

Dean, Graduate School

Conforme:

**ELIZA D. ESPINOSA**

Study Leader

Certified funds available:

**ALICIA M. FLORES**

Head, Budget Office