



February 23, 2023

Dr. Edgardo E. Tulin

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. Maria Juliet C. Ceniza**

Vice-President for Research, Extension and Innovation

Dear **Dr. Tulin**,

This is to recommend the renewal of the appointment of **Dr. Anatolio N. Polinar** as **Study Leader** of the research entitled “***Ecology and population distribution assessment of *Aquilaria malaccensis* in selected sites in Leyte and Biliran Islands***”, study 1 of the research project entitled “*Ecological Assessment and Conservation of *Aquilaria malaccensis* Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECoSAP)*” (**Project Code: VSU-IP-2021-9**), charged to the Internationalization Program subject to the availability of funds, effective January 1, 2023 until December 31, 2023 with equivalent workload units, renewable every year until the completion of the project.

As Study Leader, Dr. Polinar is expected to perform the following responsibilities:

1. Exercise supervision and control in the implementation of the study, in coordination with the other study leaders;
2. Assess the population status of *Aquilaria* spp. of natural habitat in Leyte and Biliran Islands;
3. Evaluate and characterize the habitat condition of *Aquilaria* spp. in Leyte and Biliran Islands;
4. Describe the stand structure of *Aquilaria* spp. in Leyte and Biliran Islands;
5. Submit to OVPREI, through the Project Leader, the following:
 - a. Report on the significant outputs/outcomes of the research;
 - b. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**);
 - c. Midyear research progress reports every 1st week of July of every year (**Attachment 2**);
 - d. Annual research progress reports every 1st week of January of the succeeding year (**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.

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.

Thank you for your continued support.

Very truly yours,

MARLITO M. BANDE
Project Leader, ECoSAP

Conformé:

ANATOLIO N. POLINAR
Associate Professor V
Head, Department of Forest Science (DFS)

Endorsed by:

DENNIS P. PEQUE
Dean, College of Forestry and
Environmental Science (CFES)

Recommending Approval:

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

c.c.: OVPREI (VP)
OVPREI (RPO)
Head, Budget Office
Head, DFS
Dean, CFES
ANPolinar
RSPPRO
ITEEM File

Certified Funds Available:

ALICIA M. FLORES
Head, Budget Office

Noted:

ROSA OPHELIA D. VELARDE
Director for Research