



January 27, 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 **Ms. Kleer Jeann G. Longatang** as **Component Leader** of the ***“Monitoring on the Growth Performance and Insect Herbivory of Trees Planted at the Rainforestation Adopters’ Farm within the KALAH-CIDSS Program in Cabucgayan, Biliran”***, Component 5 of the extension project entitled ***“Development of a Provincewide Learning Site on Sustainable Agriculture and Natural Resource Management and Assessment of Community People’s Perception Towards the Rainforestation KALAH-CIDSS Program in Cabucgayan, Biliran”*** (Project Code: KALAH-CIDSS), charged to the General Funds, subject to availability of funds, effective January 1, 2023, until December 31, 2023, with equivalent workload units, renewable every year until completion of the project.

As Component Leader, Ms. Longatang is expected to perform the following responsibilities:

1. Exercise supervision and control in the implementation of the component;
2. Submit to OVPREI, through the Project Leader, the following reports:
 - a. Consolidated/Integrated reports on the significant outputs/outcome of the component;
 - 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**)
3. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**);
4. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**);
5. Submit terminal report three (3) months after completion of the extension project (**Attachment 5**);
6. 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.

Very truly yours,

JIMMY O. POGOSA
Project Leader, KALAH-CIDSS Project

Conformé:

KLEER JEANN G. LONGATANG
Instructor, ITEEM

Certified Funds Available:

ALICIA M. FLORES
Head, Budget Office

Endorsed by:

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

Noted:

ANTONIO P. ABAMO
Director for Extension

Recommending Approval:

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

cc: OVPREI-VP
OVPREI-RPO
Head, Budget Office
Dean, CFES
Director, ITEEM
KJGLongatang
RSPPRO