



February 2, 2022

**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 appointment of **Engr. Jimmy O. Pogosa** as Study Leader of the research entitled **"Ecology and population distribution assessment of *Aquilaria malaccensis* in Leyte and Biliran Islands"** study 1 of 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 availability of funds effective January 1, 2022 until December 31, 2022 with equivalent workload units renewable every year until completion of the project.

As Study Leader, Engr. Pogosa 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. Conduct geo-spatial mapping of *Aquilaria* spp. in the natural habitat and plantations in Leyte and Biliran Islands;
3. Develop and produce population distribution maps of *Aquilaria* spp. in the natural habitat in Leyte and Biliran Islands;
4. Conduct a monitoring and evaluation on the population status of *Aquilaria* spp. in the natural habitat using drone technology;
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 1<sup>st</sup> week of July of every year (**Attachment 2**);
  - d. Annual research progress reports every 1<sup>st</sup> 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.

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, Director for Research, and the Vice President for Research, Extension and Innovation.