



August 1, 2022

**Dr. Romel B. Armecin**  
Research Faculty, NARC  
National Abaca Research Center  
ViSCA, Baybay City, Leyte

Dear Armecin:

By the authority vested in me as University President, you are hereby appointed as Project Leader of the research project/program entitled "Biohardening with Plant Growth MO as Biofertilizer of Abaca". charged to the VSU funded research subject to availability of funds effective August 1, 2022 to December 31, 2022 with equivalent workload units renewable every year until completion of the project.

As Project Leader, you are expected to submit to OVPREI through the Center/Institute Director or College Dean the following report:

1. Implements the different activities of the program/project components;
2. Coordinate/link with other agencies in the implementation of the project;
3. Consolidate/Integrated report on the significant outputs/outcome of all components
4. Quarterly research programs reports to the OVPREI-RPO (Attachment 1)
5. Mid-year research progress reports every 1<sup>st</sup> week of July of every year (Attachment 2)
6. Annual research progress report every 1<sup>st</sup> week of January of the succeeding year (Attachment 3)
7. Present the research highlights or papers during the Research In-house Review and Evaluation (Attachment 4)
8. Present a paper in the regional/national R & D Symposia/for a (as scheduled by Consortium/National agency concerned with prescribed standard format).
9. Submit terminal report three (3) months after completion of research project (Attachment 5)
10. 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.

**EDGARDO E. TULIN**  
President

cc: OVPREI-VP, OVPREI-RPO, Director, NARC; Dean, College; RSPPRO, Budget Office; Finance Management Office (FMO); Accounting Office; File-OP