



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 **Dr. Maria Juliet C. Ceniza** as Study Leader of the research study entitled "**Assessment of insect fauna associated with *Aquilaria* spp. in plantations and wild populations in Leyte and Biliran Islands**", study 3 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, Dr. Ceniza is expected to perform the following responsibilities:

1. Identify and classify the insect associated of *Aquilaria* spp in plantations and wild populations in Leyte and Biliran Islands;
2. Develop manual on insects fauna associated with *Aquilaria* spp. in Leyte and Biliran Islands;
3. 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**);
4. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**);
5. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**);
6. Submit terminal report three (3) months after completion of research project (**Attachment 5**);
7. 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.

Very truly yours,

  
**MARLITO M. BANDE**  
Project Leader, ECoSAP