



01 December 2021

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

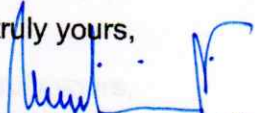
Dear Dr. Tulin:

This is to recommend the appointment of **MR. JED ASAPH CORTES** as Co-study Leader of the research study entitled **"Exploring Circular Practices of Households Towards Responsible Consumption and Waste Disposal"** (Project Code VSU-FTP-2021-3b) under the project entitled **"Exploring Nature-based Solutions and Circularities in Household Practices and Consumption to Achieve Net Zero Carbon Emissions in Eastern Visayas (ENHANCE)"** (Project code: VSU-FTP-2021-3) effective December 01, 2021 - November 30, 2022.

As Co-study Leader, Mr. Cortes is expected to perform the following duties and responsibilities:

1. Provide leadership in implementing the approved research project activities as provided for in the approved proposal;
2. Coordinate with the overall project leader and stakeholders in other agencies in order to collect the needed data and information;
3. Supervised the functions and responsibilities of a research assistant for the effective execution of all research activities;
4. Submit terminal report, draft article for peer-reviewed publications and other deliverables as required; and
5. Comply with the requirements of VSU in relation to the project implementation.

Very truly yours,


MOISES NEIL V. SERIÑO
Project Leader and Dean, CME

Conformed:


JED ASAPH CORTES
Head, VSU Printing Press

Certified funds available:

LOUELA C. AMPAC
Director for Financial Management

Recommending Approval:

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