



January 1, 2022

Ms. Maria Robelyn A. Insik  
Project Leader  
Department of Pure & Applied Chemistry  
VSU, Baybay City, Leyte

Dear Ms. Insik:

By the authority vested in me as University President, you are hereby appointed as Project Leader under the research project title "Physico-Chemical Characterization of Major River Systems in Leyte" with research project code ECH 14-1420.15 charge to General Fund subject to availability of funds effective January 1, 2022 - December 31, 2022 with equivalent workload units renewable every until completion of the project.

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

1. Consolidated/Integrated report on the significant outputs/outcome of all components.
2. Quarterly research progress reports to the OVPRE-RPO (Attachments 1).
3. Mid-year research progress reports every 1<sup>st</sup> week of July of every year (Attachment 2).
4. Annual research progress every 1<sup>st</sup> week of January of the succeeding year (Attachment 3).
5. Present the research highlights or papers during the Research-in-house Review and Evaluation (Attachment 4).
6. Present a paper in the regional/national R&D Symposia/fora (as scheduled by Consortium/ National agency concerned with prescribed standard format).
7. Submit terminal report three (3) months after the completion of research project (Attachment 5).
8. Publish articles of significant research finding 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 for Research and the Vice President for Research, Extension and Innovation.

**EDGARDO E. TULIN**  
President

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