



January 1, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. MARIA JULIET C. CENIZA**
VP for Research, Extension & Innovation

Dear Dr. Tulin:

This is to recommend the appointment of **Dr. Marisel A. Leorna** as OIC Project Leader of the VSU research project entitled "Development of Processing Equipment for Food & Non-Food Coconut Products (project code: NCRC.OC.211.05)" without honorarium, charged to the VSU General Appropriation Act (GAA) subject to the availability of funds effective January 1, 2022 to December 31, 2022 renewable every year until the completion of the study.

Specifically, the project has two (2) remaining studies, namely:

Study 2: Design and Development of a Portable Mechanical Dehusker

Study 3: Design and Development of Mechanical Coconut Milk Extractor

As OIC Project Leader, she is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Take the lead in the implementation of the research project
2. Integrates the significant outputs/outcome of all components under the project
3. Ensures the submission of quarter research progress reports to the OVPREI-RPO
4. Submit every 1st week of July of every year the midyear research progress reports
5. Submit every 1st week of January of the succeeding year the annual research progress reports
6. Present the research highlights or papers during the Research In-house Review and Evaluation
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
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.

Sincerely yours,

ROSA OPHELIA D. VELARDE

Director for Research