



July 05, 2022

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

**Thru: Dr. Maria Juliet C. Ceniza**  
VP for REI

**Dear Dr. Tulin:**

This is to recommend the appointment of **MS. GRACIELLE GAMOTIN** as Project Staff of the ACIAR-Funded R&D Project entitled: **"Agritourism Farms as Conduit of the Adoption of Good Agricultural Practices (GAP) in Eastern Visayas, Philippines"** effective **July 01, 2022 – October 31, 2022**, without honorarium.

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

1. Acts as *field agribusiness and market development specialist* in all the research and development activities of the project.
2. Works with the project leader in leading and supervising the policy development and case studies relevant to the Project.
3. Coordinates with other project team members in ensuring smooth implementation of all project activities.
4. Submits terminal report and other deliverables as required in the work plan of the project.

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,

**DHENBER C. LUSANTA**  
Project Leader

Conforme:

Certified funds available:

**GRACIELLE GAMOTIN**  
Project Staff

**PACIENCIA P. MILAN**  
Executive Director, VIFARD

Noted:

**ROSA OPHELIA D. VELARDE**  
Director for Research

Recommending Approval:

**MARIA JULIET C. CENIZA**  
VP for Research, Extension and Innovation

cc: OVPREI-VP  
[OVPREI-RPO/ Extension/ Innovation]  
Head, Budget Office  
Dean, College  
Head, Department  
Researcher  
RSPPRO



July 05, 2022

**Gracielle Dawn L. Gamotin**

Project Staff  
Department of Business and Management  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Ms. Gamotin**:

By the authority vested in me as University President, you are hereby appointed as **Project Staff** of the ACIAR-Funded R&D Project entitled: **"Agritourism Farms as Conduit of the Adoption of Good Agricultural Practices (GAP) in Eastern Visayas, Philippines"** effective **July 01, 2022 – October 31, 2022** with equivalent workload units renewable every year until completion of the project.

As Project Staff, 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 OVPREI-RPO (**Attachment 1**).
3. Midyear research progress reports every 1st week of July of every year (**Attachment 2**).
4. Annual research progress reports every 1st 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 completion of research project (**Attachment 5**).
8. 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, Center; Dean, College; RSPPRO; Budget Office; Finance Management Office (FMO); Accounting Office; File – OP