



January 29, 2024

Mr. Ris Menoel R. Modina

Asst. Professor II
Department of Biological Sciences (DBS)
Visayas State University
Visca, Baybay City, Leyte

Dear **Mr. Modina**:

By the authority vested in me as University President, you are hereby re-appointed as **Project Leader** of the CRM extension project entitled "**Integrated Coastal Resource Management in Southeastern Camotes Sea and Selected Municipalities of Leyte**" (Project Code NRCRM-015), charged to the General Funds, subject to availability of funds, effective January 1, 2024, until June 30, 2024, with equivalent workload units, renewable every year until completion of the project.

As Project Leader, you are hereby expected to perform the following responsibilities:

1. Take charge of the overall planning, strategy formulation, and supervision of the project;
2. Submit to OVPREI, through the Institute Director, the following reports:
 - a. Consolidated/Integrated reports on the significant outputs/outcome of all components;
 - b. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**)
 - c. Midyear research progress reports every 1st week of July of every year (**Attachment 2**)
 - d. Annual research progress reports every 1st week of January of the succeeding year (**Attachment 3**)
3. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**);
4. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**);
5. Submit terminal report three (3) months after completion of the extension project (**Attachment 5**);
6. Publish articles of significant research findings in indexed/peer-reviewed journals.

For any changes in the title, methodology, project site, and/or budget, 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.

DANIEL LESLIE S. TAN

OIC-President

cc: OVPREI-VP, OVPREI-RPO, Head, DBS, Dean, CFES, RSPPRO, Accounting Office, Finance Management Office (FMO)
* Accounting Office, File – OP

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000