



April 1, 2021

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

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

Dear **Dr. Tulin**:

This is to recommend the appointment of **Prof. Alan B. Loreto** as **Project Leader** of the Project entitled **"Development and Maintenance of a GraphicRich Sweetpotato Germplasm Database"** (project code: PRCRTC 37-RSPR 076.12.11) without honorarium effective January 4, 2021 to December 31, 2021 unless sooner terminated due to lack of funds.

As Project Leader, you are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Takes charge of the overall implementation of the project;
2. Guides and assists the project team in the conduct of the experiment;
3. Supervises personnel on the purchase of project supplies and other materials needed for the conduct of the project;
4. Prepares and presents progress and terminal reports to VSU;
5. Presents research results in any scientific gatherings like symposia, conferences and etc.

In case of 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 or Center Director and the Vice President for Research and Extension.

Very truly yours,


EDGARDO E. TULIN
Director

Conforme:

Certified funds available:


ALAN B. LORETO
Project Leader

ALICIA M. FLORES
Head, Budget Office