



April 1, 2023

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

**Thru: Dr. Maria Juliet C. Ceniza**  
Vice President of Research, Extension and Innovation

**Dear Dr. Tulin:**

This is to recommend the appointment of **Dr. ANATOLIO N. POLINAR** as **Project Staff level 3** and **Project Coordinator in R7** of the approved VSU research project/study "**Enhancing Livelihoods through Forest and Landscape Restoration (ASEM/2016/103)**" funded by **Australian Centre for International Agricultural Research (ACIAR)** and **Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development (PCAARRD)** without honorarium effective from **April 1, 2023 until December 31, 2023** chargeable to **(101T 20201050 – 1.92)** unless sooner terminated anytime due to lack of funds and other reasons.

As a Project Staff level 3 and Project Coordinator in R7, he is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Spearhead in the conduct of field research in Region 7;
2. Participate in data collection and analysis;
3. Make reports and carry out project presentations;
4. Submit report on the significant outputs/outcome of all components;
5. Submit quarterly research progress reports to the OVPREI-RPO (**Attachment 1**).
6. Submit midyear research progress reports every 1<sup>st</sup> week of July of every year (**Attachment 2**).
7. Submit annual research progress reports every 1<sup>st</sup> week of January of the succeeding year (**Attachment 3**).
8. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**).
9. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**).
10. Submit terminal report three (3) months after completion of research project (**Attachment 5**).
11. Publish articles of significant research findings in indexed/peer reviewed journals; and
12. Perform other duties related to the study.

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,

**ARTURO E. PASA**  
Project Leader

Conforme:

**ANATOLIO N. POLINAR**  
Project Staff

Endorsed by:

**DENNIS P. PEQUE**  
Dean, CFES

Recommending Approval:

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

**CC:**     *OVPREI-VP*  
          *OVPREI-RPO, Extension and Innovation*  
          *Head, Budget Office*  
          *Dean, College*  
          *Head, Department*  
          *Researcher*  
          *RSPPRO*

Certified funds available:

**NICK FREDDY R. BELLO**  
Head, Accounting Office

Noted by:

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