



January 5, 2022

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

Thru: **Dr. Antonio P. Abamo**
Director for Extension

Dear Dr. Tulin:

This is to recommend the appointment of **Ms. Jedess Miladel N. Salomon** the following designations without honorarium effective January 1 to December 31, 2022 unless sooner terminated due to lack of funds:

- **Program Leader** and Extension Coordinator of the VSU-funded Extension Program "Integrated Abaca extension Program" coded as TP.Ab.007.
 - **Component Leader, Project 1 Component 2** "Technical Assistance on Policies related to Disease Management and Eradication".
 - **Project Leader, Program 3** "*Information, Education, Communication and Promotion*".
 - **Component Leader, Project 3 Component 1** "**Communication Support Services**".
 - **Co-Component Leader, Project 4, Component 3** "NARC-LGU Partnership on Seedpiece Production".
- of the VSU-funded Extension Program "Integrated Abaca Extension Program" coded as TP.AB.007

As Program, Project Component, and Co-component Leader & Extension Coordinator, Prof. Salomon is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Implements the different activities of the program/project components;
2. Coordinate/link with other agencies in the implementation of the project;
3. Consolidate/Integrated report on the significant outputs/outcome of all components
4. Quarterly research programs reports to the OVPREI-RPO (Attachment 1)
5. Mid-year research progress reports every 1st week of July of every year (Attachment 2)
6. Annual research progress report every 1st week of January of the succeeding year (Attachment 3)
7. Present the research highlights or papers during the Research In-house Review and Evaluation (Attachment 4)
8. Present a paper in the regional/national R & D Symposia/for a (as scheduled by Consortium/National agency concerned with prescribed standard format).
9. Submit terminal report three (3) months after completion of research project (Attachment 5)
10. Publish articles of significant research findings in indexed/peer reviewed journals.

