



**VISAYAS**  
STATE UNIVERSITY

INSTITUTE FOR  
**STRATEGIC RESEARCH AND  
DEVELOPMENT STUDIES**

2 January 2024

**Dr. Daniel Leslie S. Tan**

Officer-In-Charge

Visayas State University

Visca, Baybay City, Leyte

**Thru: Dr. Dennis P. Peque**

VP for REI

**Dear Dr. Tan:**

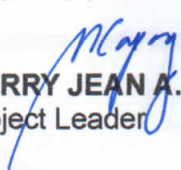
This is to recommend the appointment of **Engr. Ma. Grace C. Sumaria** as Study Leader of the VSU funded Research Project entitled **"Assessment of the Management and Disposal of Single-use Absorbent Hygienic Products in Baybay City and Its Impact on Water Resources"** with project code: **VSU-IP-2023-10** without honorarium effective January 2, 2024 to December 31, 2024 chargeable to the Internationalization Program of VSU unless sooner terminated due to lack of funds.

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

1. Lead the conduct of a literature review on the chemical components of single-use absorbent hygienic products.
2. Lead the preparation of the survey questionnaire.
3. Lead the computation of the waste generation rate of single-use absorbent hygienic products in Baybay City.
4. Promote strategies on proper disposal of single-use absorbent hygienic products.
5. Coordinate with other agencies in the implementation of the project.
6. Submit progress report to OVPREI through the Project Leader.
7. Publish articles of significant research findings in indexed/peer-reviewed journals.
8. Contribute the writings of research papers for presentations in coordination with the project leader during the Research In-house Review and Evaluation.
9. Present a paper in regional/national R&D Symposia/fora/conferences.

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 Center Director and the Vice president for Research and Extension and Innovation.

Very truly yours,

  
**MERRY JEAN A. CAPARAS**  
Project Leader