



January 03, 2024

**Dr. Daniel Leslie S. Tan**  
OIC, President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **Dr. Dennis P. Peque**  
VP for REI, Visayas State University  
Visca, Baybay City, Leyte

**Dear Dr. Tan:**

This is to recommend the appointment of **Dr. Berta C. Ratilla** as Co-Study Leader of Component 2 entitled: **"Training and Technical assistance on the production systems of cereal crops; (rice, corn, adlay, sorghum) and other agronomic crops"** under the Extension Project entitled: Training, Technical Assistance and Distribution of Agronomic Crops Planting Materials in Support to RDEI Programs of VSU and Other Agencies in Eastern Visayas. This is without an honorarium effective on January 03, 2024 to March 10, 2024 unless revoked or terminated due to lack of budget.

As Co-Study Leader, she is expected to perform the following responsibilities with appropriate workload unit equivalent:


1. Assists study leader in the overall implementation of the component study.
2. Facilitates conduct of training and technical assistance on improved production practices on corn, legumes, and root crops.
3. Prepares quarterly, semi-annual, and annual accomplishment reports of the conducted training and technical assistance, and submits them to the study leader for finalization and submission to the project leader.
4. Collates information and knowledge gained relevant to the conducted training and technical assistance relative to her assigned functions.

In case of any changes in the title, methodology, or project site, 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

**DIONESIO M. BAÑOC**  
DA, Head

Conforme:

  
**BERTA C. RATILLA**  
Co-Study Leader

Certified Funds available:

**ALICIA M. FLORES**  
Head, Budget Office

Recommending Approval:

**ANTONIO P. ABAMO**  
Director for Extension

Approved:

**DENNIS P. PEQUE**  
VP for Research, Extension, and Innovation

Cc. OVPREI-VP  
[OVPREI-RPO/Extension/innovation]  
Head, Budget Office  
Dean, College  
Head, Department  
Researcher  
RSPPRO