



January 03, 2024

Dr. Dionesio M. Bañoc
Department of Agronomy
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Bañoc:

As favorably endorsed and recommended by the Vice President for Research, Extension and Innovation, you are hereby appointed as Study Leader of Component 2 (***Training and Technical assistance on the production systems of cereal crops; (rice, corn, adlay, sorghum) and other agronomic crops***), from 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" (project code: EXT69-Agronomy), "charged to the (GAA Funded projects) subjects to availability of funds effective (January 03, 2024 - March 10, 2024) with equivalent workload units. Renewable every year until completion of the project.

As Study Leader, you are expected to submit to OVPREI through the Center/ Institute Director or College Dean the Following reports:

1. Take the lead in the implementation of the project.
2. Facilitates the production of quality planting materials of all agronomic crops.
3. Spearheads the conduct of training and distribution of quality planting materials to interested farmers.
4. Facilitates and develops technical assistance through phone calls or scheduled farm visits.
5. Spearheads the design and development of print ad materials and brochures of cultural management practices in agronomic crops.
6. Updates the Department, College Research Coordinator, RDEI Office on the progress of the project.
7. Present the progress and research outputs during the annual RDE In-house review
8. Publish important findings in refereed journals

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, Center, Director for Research, Extension and Innovation.

DANIEL LESLIE S. TAN
OIC, President

cc: VPREI-VP-RPO; Director, Center, Dean, College; RSPPRO, Budget Office; Finance Management Office (FMO); Accounting Office; File-OP

OFFICE OF THE PRESIDENT

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