



January 12, 2024

Dr. Daniel Leslie S. Tan

OIC-President

Visayas State University

Visca, Baybay City, Leyte

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

Vice-President for Research, Extension and Innovation

Dear **Dr. Tan**,

This is to recommend the renewal of the appointment of **Dr. Suzette B. Lina** as Study Leader of the research entitled “**Ecology and population distribution assessment of *Aquilaria malaccensis* in Leyte and Biliran Islands**”, Study 1 of the research project entitled “**Ecological Assessment and Conservation of *Aquilaria malaccensis* Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECoSAP)**” (**Project Code: VSU-IP-2021-9**), charged to the Internationalization Program subject to the availability of funds, effective January 1, 2024 until December 31, 2024, with equivalent workload units renewable every year until completion of the project.

As Study Leader, Dr. Lina is expected to perform the following responsibilities:

1. Exercise supervision and control in the implementation of the study, in coordination with the other study leaders;
2. Evaluate and characterize the soil physico-chemical characteristics of *Aquilaria* spp. in the natural habitat in Leyte and Biliran Islands;
3. Evaluate and characterize the soil physico-chemical characteristics of *Aquilaria*-based plantations in Leyte and Biliran Islands;
4. Submit to OVPREI, through the Project Leader, the following:
 - a. Report on the significant outputs/outcomes of the research;
 - b. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**);
 - c. Midyear research progress reports every 1st week of July of every year (**Attachment 2**);
 - d. Annual research progress reports every 1st week of January of the succeeding year (**Attachment 3**);
5. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**);
6. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**);
7. Submit terminal report three (3) months after completion of the research project (**Attachment 5**);
8. Publish articles of significant research findings in indexed/peer-reviewed journals.

For any changes in the title, methodology, project site, and/or budget, approval should first be sought from the University President upon recommendation by the concerned College Dean, Center Director, Director for Research, and the Vice President for Research, Extension, and Innovation.

Thank you for your continued support.

Very truly yours,

MARLITO M. BANDE
Project Leader, ECoSAP

Conformé:

SUZETTE B. LINA
Associate Professor
Head, Department of Soil Science (DSS)

Endorsed by:

RENEZITA S. COME
Dean, College of Forestry and
Environmental Science (CFES)

Recommending Approval:

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

Certified Funds Available:

ALICIA M. FLORES
Head, Budget Office

Noted:

IVY C. EMNACE
Director for Research

cc: OVPREI (VP)
OVPREI (RPO)
Head, Budget Office
Dean, CFES
Head, DSS
SBLina
RSPPRO
ITEEM (File)