



February 2, 2022

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

Thru: Dr. Maria Juliet C. Ceniza
Vice-President for Research, Extension and Innovation

Dear **Dr. Tulin**,

This is to recommend the renewal of appointment of **Dr. Humberto R. Montes, Jr.** as **Program Leader** of the CHED Research Program entitled **"Marine Biodiversity Conservation in Camotes and Cuatro Islands, Camotes Sea, Central Philippines for Sustainable Marine Economy"** (Project Code: 20201050-10.13.43), charged to CHED-DARE-TO project, subject to availability of funds, effective January 1, 2022 until ~~December~~ ^{July} 31, 2022 with equivalent workload units renewable every year until completion of the project.

As Program Leader, Dr. Montes is expected to perform the following responsibilities:

1. Take charge of the overall planning, strategy formulation and supervision of the program;
2. Submit to OVPREI, through the Institute Director, the following reports:
 - a. Consolidated/Integrated report on the significant outputs/outcome of all components
 - 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**)
3. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**);
4. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**);
5. Submit terminal report three (3) months after completion of research project (**Attachment 5**);
6. Publish articles of significant research findings in indexed/peer reviewed journals.

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 College Dean or Center Director and the Vice-President for Research, Extension and Innovation.

Thank you for your continued support to the Institute.

Very truly yours,

ELIZA D. ESPINOSA
Director