



January 03, 2023

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

Thru: **Dr. Maria Juliet C. Ceniza**
VP for REI, Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

This is to recommend the appointment of **Dr. Dionesio M. Bañoc** as Project Leader of 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, 2023 to December 31, 2023 unless revoked or terminated due to lack of budget.

As Project Leader, he is expected to perform the following responsibilities with appropriate workload unit equivalent:

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 trainings and distribution of quality planting materials to interested farmers.
4. Facilitates and develop technical assistance thru phone calls or schedule farm visits.
5. Spearheads the design and development of print add 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 referred journals.

In case of any changes in the title, methodology, project site, 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 and Extension.

Very truly yours,


RUTH O. ESCASINAS
Head, DA

Conforme:


DIONESIO M. BAÑOC
Prof. III /Project Leader

Certified Funds Available:

ALICIA M. FLORES
Head, Budget Office