



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. Berta C. Ratilla** as Project Leader of the Research Project entitled "**National Cooperative Testing Program for Legumes**" with **Project code: DASS.nct.1718**. This is without an honorarium effective on January 03, 2023 to July 31, 2023 unless revoked or terminated due to lack of budget.

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

1. Spearheads the conduct of the research regional trials (wet and dry season cropping) on Peanut and Mungbean crops.
2. Consolidates and submits data to the TWG for legumes' coordinator.
3. Attends the annual national review of the TWG for legumes.
4. Updates the Department, College Research Coordinator, RDEI Office on the progress of the project.
5. Presents the progress and research outputs during the annual RDE In- house review,
6. Publishes 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:

**BERTA C. RATILLA**  
Prof. IV /Study Leader

Certified Funds Available:

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

Noted:

Recommending approval:

**ROSA OPHELIA D. VELARDE**  
Director for Research

**MARIA JULIET C. CENIZA**  
VP For Research, Extension and Innovation

**Vision:**

A globally competitive university for science, technology, and environmental conservation.

**Mission:**

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.