



January 1, 2022

Dr. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

This is to recommend the appointment of **Mrs. Jedi Joy B. Mahilum** as OIC-Project Leader of the VSU research project entitled: *"Determination of the Mode of Inheritance and Utilization of the 'Pandan-Aroma Gene(s) in the Development of Aromatic Coconut Varieties"* under project code NCRC14-1420.16 without honorarium. *Furthermore, she is also appointed as the OIC-Study Leader of its component studies* without honorarium, charged to the VSU General Appropriation Act (GAA) subject to the availability of funds effective January 1, 2022 to December 31, 2022 renewable every year until the completion of the study.

Specifically, the project has two studies, namely:

Study 1: Growth Performance and Flowering Behavior of Newly Bearing VMAC1 x Pandan (PDN) F1 Hybrids.


Study 2: Expression of the Pandan Aroma Gene(s) among Palms Grown from Seednuts of Open-pollinated Aromatic Palms.

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

1. Take the lead in the implementation of the research project
2. Integrates the significant outputs/outcome of all components under the project
3. Ensures the submission of quarter research progress reports to the OVPREI-RPO
4. Submit every 1st week of July of every year the midyear research progress reports
5. Submit every 1st week of January of the succeeding year the annual research progress reports
6. Present the research highlights or papers during the Research In-house Review and Evaluation
7. Present a paper in the regional/ national R&D Symposia/fora (as scheduled by Consortium/National agency concerned with prescribed standard format)
8. Submit terminal report three (3) months after completion of research project
9. Publish articles of significant research findings in indexed/ peer reviewed 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, Director for Research, and the Vice President for Research, Extension and Innovation.

Very truly yours,


MARISEL A. LEORNA
Director