

ROBELYN T. PIAMONTE
Director, NARC

Very truly yours,

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.

1. Implements the different activities of the program/project components;
2. Coordinate/link with other agencies in the implementation of the project;
3. Consolidate/integrated report on the significant outputs/outcome of all components
4. Quarterly research programs reports to the OVPREI-RPO (Attachment 1)
5. Mid-year research progress reports every 1st week of July of every year (Attachment 2)
6. Annual research progress report every 1st week of January of the succeeding year (Attachment 3)
7. Present the research highlights or papers during the Research In-house Review and Evaluation (Attachment 4)
8. Present a paper in the regional/national R & D Symposium/a (as scheduled by Consortium/National agency concerned with prescribed standard format).
9. Submit terminal report three (3) months after completion of research project (Attachment 5)
10. Publish articles of significant research findings in indexed/peer reviewed journals.

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

- Project Leader of the VSU-funded Research Project " The Improvement of Abaca Fiber Extraction and Processing Machines with project code: RSNA 14-1416-03.

This is to recommend the appointment Dr. Feliciano G. Simon the following designation without honorarium effective January 1 to December 31, 2022 unless sooner terminated due to lack of funds:

Dear Dr. Tulin:

Thru: Dr. Maria Juliet C. Ceniza
VP for REI

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

January 5, 2022

