



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 **Dr. Marisel A. Leorna** as Study Leader of the research entitled "Storage Characteristics of Coconut-based Food Products (NCRC-2025-2)" without honorarium effective January 1, 2022 to December 31, 2022.

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

1. Supervise the overall implementation of the research project.
2. Ensures submission of quarterly research progress reports to the OVPREI.
3. Presents project results during the VSU Annual RDE In House Review.
4. Publish one or more of the research's knowledge products generated from the research project.
5. Submit terminal report three (3) months after project termination.

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.

Sincerely yours,

ROSA OPHELIA D. VELARDE

Director for Research

Certified funds available:

MYRNA S. PANCITO

Head, Budget Office

Conforme:

MARISEL A. LEORNA

Project Study Leader

Recommending Approval:

MARIA JULIET C. CENIZA

VP for Research, Extension & Innovation

cc: OVPREI-VP
OVPREI-RPO
Head, Accounting Office
NCRC-V file
RSPPRO
MALeorna