



January 3, 2023

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

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

**Dear Dr. Tulin:**

This is to recommend the appointment of **Mr. Jerome O. Arribado** as Project Leader of the VSU funded Research Project entitled "**Formulation of Home-mixed Pellet Ration as Dietary Supplement in Post-weaned Rabbits**" without honorarium effective January 3, 2023 to December 31, 2023 chargeable to **EFS.0721-0722.01** unless sooner terminated due to lack of funds.

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

1. Takes responsibility in the over-all management of the project.
2. Supervise functions and responsibilities for the effective execution of all the research activities;
3. Submit quarterly progress reports to OVPREI;
4. Present project results during the VSU Annual In-House Review;
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 Center Director and the Vice President for Research, Extension and Innovation.

Very truly yours,

**DHENBER C. LUSANTA**  
OIC Director, Eco-FARMI

Conforme:

**JEROME O. ARRIBADO**  
Project Leader

Certified funds available:

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

Endorsed by:

**DHENBER C. LUSANTA**  
OIC, Eco-FARMI

Noted:

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

Recommending Approval:

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

CC: OVPREI-VP  
[OVPREI-RPO/ Extension/ Innovation]  
Head, Budget Office  
Dean, College  
Head, Department  
Researcher  
RSPPRO



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID: 910565248

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 2 of 2  
**FM-VSU-03**  
v0 05-04-2020

No.



January 3, 2023

**Jerome O. Arribado**

Project Leader

Eco-FARMI

Visca, Baybay City, Leyte

Dear **Mr. Arribado:**

By the authority vested in me as University President, you are hereby appointed as Project Leader of the research project entitled **"Formulation of Home-mixed Pellet Ration as Dietary Supplement in Post-weaned Rabbits"** (project code: **EFS.0721-0722.01**), charged to the VSU General Appropriation Act (GAA) subject to availability of funds effective January 3, 2023 to December 31, 2023 with equivalent workload units renewable every year until completion of the project.

As Project Leader, you are expected to submit to OVPREI through the Center/Institute Director or College Dean the following report:

1. Consolidated/Integrated report on the significant outputs/outcome of all component\*
2. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**).
3. Midyear research progress reports every 1<sup>st</sup> week of July of every year (**Attachment 2**).
4. Annual research progress reports every 1<sup>st</sup> week of January of the succeeding year (**Attachment 3**).
5. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**).
6. Present a paper in the regional/ national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**).
7. Submit terminal report three (3) months after completion of research project (**Attachment 5**).
8. 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.

**EDGARDO E. TULIN**

President

cc: OVPREI – VP; OVPREI – RPO; **Director, Center; Dean, College**; RSPPRO; Budget Office; Finance Management Office (FMO); Accounting Office; File - OP