



January 1, 2022

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

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

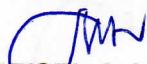
Dear **Dr. Tulin**:

This is to recommend the appointment of **Engr. Nilo L. Leorna** as Co-Study Leader of the research entitled "Development & Process Optimization of Dried and Baked Coconut Food Products (NCRC-2025.1)" effective January 1, 2022 to December 31, 2022. This research is part of the VSU funded project entitled "Development, Optimization and Market Study of Coconut Food Products".


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

1. Take part in the implementation of the research.
2. Ensures submission of quarterly research progress reports.
3. Presents progress report during the Annual RDE In House Review.
4. Publish one or more of the research's knowledge products generated from the research project.
5. Submission of terminal report for consolidation of project report to be submitted to OVPRE upon completion,

Very truly yours,

  
**MARISEL A. LEORNA**  
Director

Conformer:

  
**NILO L. LEORNA**  
Co-Study Leader

Certified funds available:

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

Endorsed by:

Noted:

**ELDON DE PADUA**  
Head, DAE

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