



VISAYAS
STATE UNIVERSITY

**DEPARTMENT OF
AGRONOMY**

January 03, 2024

Dr. Daniel Leslie S. Tan
OIC, President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Dennis P. Peque
VP for REI

Dear Dr. Tan:

This is to recommend the appointment of **Mr. Ed Allan L. Alcober** as Project Leader of the research project entitled: Adlay Production: A Climate Change Adaptation and Mitigation Strategy for Marginal Lands, charge to the Project code: (IGP.CAFS-DOA.1023-1025.01) without honorarium, effective January 1, 2024 - December 31, 2024 subject to availability of funds.

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

1. Conduct meetings with component leaders to finalize the things to do and timeline of activities.
2. Consolidate/Integrate report on the significant outputs/outcome of all components.
3. Submit quarterly research progress reports to the OVPREI-RPO.
4. Submit midyear research progress reports every 1st week of July of every year.
5. Submit annual research progress reports every 1st week of January of the succeeding year.
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.
8. Submit the terminal report three (3) months after completion of the research project.
9. Publish articles of significant research findings in indexed / peer-reviewed journals.

Very truly yours,


DIONESIO M. BAÑOC
Head, Agronomy

Conforme:


ED ALLAN L. ALCOBER
Project Leader

Certified funds available:

ALICIA M. FLORES
Head, Budget Office



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No. DA-C-24-24



January 03, 2024

Mr. Ed Allan L. Alcober
Project Leader
Department of Agronomy
Visca, Baybay City, Leyte

Dear **Mr. Alcober**:

By the authority vested in me as University President, you are hereby appointed as Project Leader under the research project entitled "*Adlay Production: A Climate Change Adaptation and Mitigation Strategy for Marginal Lands*", charge to the project code: (IGP.CAFS-DOA.1023-1025.01) subject to availability of funds effective (January 01, 2024-December 31, 2024) 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 reports:

1. Conduct meetings with study leaders to finalize the things to do and timeline of activities.
2. Consolidate/Integrate report on the significant outputs/outcome of all components.
3. Submit quarterly research progress reports to the OVPREI-RPO.
4. Submit midyear research progress reports every 1st week of July of every year.
5. Submit annual research progress reports every 1st week of January of the succeeding year.
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.
8. Submit the terminal report three (3) months after completion of the 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, 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.

DANIEL LESLIE S. TAN
OIC, President

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

OFFICE OF THE PRESIDENT

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