



28 September 2021

**Dr. Rotacio S. Gravoso**

Professor VI

Department of Development Communication

Visayas State University

Visca, Baybay City, Leyte

Dear Dr Gravoso:

As favorably endorsed and recommended by the Vice President for Research and Extension, you are hereby appointed as **Project Staff level 2** of the VSU research Project (101T 20201050-1.92) "**Enhancing Livelihoods through Forest Landscape Restoration (ASEM/2016/103)**" funded by the Australian Centre for International Agricultural Research (ACIAR) and Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development (PCAARRD) with honorarium effective April 1, 2021 to December 31, 2021.

As a Project Staff level 2, you are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Spearhead in the conduct of field research;
2. Participate in data collection and analysis;
3. Submit report on the significant outputs/outcome of all components;
4. Submit quarterly research progress reports to the OVPREI-RPO (**Attachment 1**).
5. Submit midyear research progress reports every 1<sup>st</sup> week of July of every year (**Attachment 2**).
6. Submit annual research progress reports every 1<sup>st</sup> 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 Symposia/fora (*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; and
11. Perform other duties related to the study.

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, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.

**EDGARDO E. TULIN**

President

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