



January 3, 2019

DR. OTHELLO B. CAPUNO

Vice President for Research and Extension
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Capuno**:

This is to recommend the appointment of **DR. PASTOR P. GARCIA** as **Study Leader** of the research entitled "**Development of Drum-type rapid composter**" funded by VSU Research Grant without an honorarium effective January 3, 2019 to December 31, 2019 unless sooner terminated due to lack of funds.

As **Study Leader**, Dr. Garcia is expected to perform the following duties & responsibilities with appropriate workload equivalent units.

1. Provide over-all leadership in the conduct of the study provided for in the approved research proposal;
2. Supervise laborer of the study;
3. Prepare and submit regular status report of the study to the office of the Director for Research and furnish copy to the Director of Eco-FAMI.

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 and Extension.

Very truly yours,


ROMEL B. ARMECIN

Director, Eco-FARMI

Conforme:


PASTOR P. GARCIA

Study Leader