



18 March 2024

**Dr. Prose Ivy G. Yepes**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Yepes**:

This is to recommend the appointment of **ROTACIO S. GRAVOSO, PhD** as **In-Country Leader for Project Implementation** of the approved VSU research project/study under **Project number 378** entitled **"Project Tarsier: A nature-based solutions project for climate change, biodiversity and people" funded by University of Sunshine Coast (USC)** with an honorarium of EIGHT THOUSAND EIGHT HUNDRED PESOS (Php 8,800.00) PER MONTH effective 15 February 2024 to 31 December 2024 unless sooner terminated due to lack of funds.

As In-Country Leader for Project Implementation, he is expected to perform the following with appropriate workload unit equivalent:

1. Spearhead the ground implementation of the project activities in coordination with the In-country Project Manager and Project Group Leaders;
2. Create and communicate a clear list of expectations and goals from the Project Document for project staff to follow;
3. With the In-country Project Manager and Project Group Leaders, develop implementation schedules and achievable project targets, and provide updates on goal progress;
4. Participate in data collection and assist in making reports and carrying out project presentations;
  - a. Participate in the conduct of field research, data collection and analysis;
  - b. Submit quarterly research progress reports to the OVPREI-RPO (Attachment 1);
  - c. Submit midyear research progress reports every 1<sup>st</sup> week of July of every year (Attachment 2);
  - d. Submit annual research progress reports every 1<sup>st</sup> week of January of the succeeding year (Attachment 3);
  - e. Present the research highlights of papers during the research In-house Review and Evaluation (Attachment 4);
  - f. Present a paper in the regional/ national R&D Symposia/ for a (as schedule by Consortium / National agency concerned with prescribed standard format);
  - g. Submit terminal report three (3) months after completion of research project (Attachment 5); and
  - h. Publish articles of significant research findings in indexed/ peer reviewed journal;
5. Maintain frequent communication to offer encouragement to project staff, and nurture collaboration;

6. Amend tasks in coordination with the In-country Project Manager and Project Group Leaders; and
7. Perform other duties related to the project.

In case of any changes in the title, methodology, project site, and/or budget, the In-Country Leader for Project Implementation shall seek approval from the University President upon recommendation by the Dean of College of Forestry and Environmental Science, Director for Research, and the Vice President for Research, Extension and Innovation.

Herewith is a draft action document for your consideration.

Very truly yours,

**DENNIS P. PEQUE, PhD**

VP for Research, Extension and Innovation  
and Concurrent In-country Leader- Governance  
and Accounting (VSU Project Lead), Project Tarsier

Conforme:

**ROTACIO S. GRAVOSO, PhD**

In-Country Leader for Project Implementation

Endorsed by:

**ULDERICO B. ALVIOLA**

Hean, DDC

**VICTOR B. ASIO**

Dean, CAFS

Certified funds available:

**PACIENCIA P. MILAN, PhD**

Executive Director, ViFARD

cc:

*OVPREI-VP  
OVPREI-RPO, Extension and Innovation  
Head, Budget Office  
Head, Finance Management Office (FMO)  
Head, Accounting Office  
Dean, College of Forestry and Environmental Science  
Head, Department of Forest Science  
RSPPRO (Recruitment, Selection, Placement, and Personnel Records Office)  
File- Project Tarsier*

**Vision:**

A globally competitive university for science, technology, and environmental conservation.

**Mission:**

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Noted by:

**IVY C. EMNACE, PhD**

Director for Research