



January 1, 2023

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:

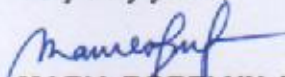
This is to recommend the appointment of **ELIZABETH S. QUEVEDO** as study leader of Study 2 "Physico-Chemical Analysis of Major River Systems in Leyte" under the project entitled "Physico-Chemical Characterization of Major River Systems in Leyte" under the project code ECH 14-1420.15 (without honorarium) effective January 1- December 31, 2023 unless sooner terminated due to lack of funds.

As Study 2 leader, she is expected to perform the following responsibilities with appropriate workload unit equivalent.

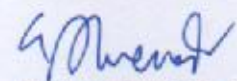
1. Conduct the research and based on the approved proposal in coordination with co-researchers;
2. Submit quarterly progress reports;
3. Present progress report during the Annual RDE In-House review;
4. Publish one or more scientific papers generated from the research and
5. Submit terminal report upon completion of the research.

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

Very truly yours,

  
**MARIA ROBELYN A. INSIK**  
Project Leader

Conforme:

  
**ELIZABETH S. QUEVEDO**  
Study 2 Leader

Certified Funds Available:

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