



January 03, 2023

Dr. Dionesio M. Bañoc
Department of Agronomy
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Bañoc:

As favorably endorsed and recommended by the Vice President for Research, Extension and Innovation, you are hereby appointed as Study Leader of Component 2 (***Training and Technical assistance on the production systems of cereal crops; (rice, corn, adlay, sorghum) and other agronomic crops***), from Extension Project entitled "Training, Technical Assistance and Distribution of Agronomic Crops, Planting Materials in Support to RDEI Programs of VSU and Other Agencies in Eastern Visayas" (project code: EXT69-Agronomy), "charged to the (GAA Funded projects) subjects to availability of funds effective (January 03, 2023-December 31, 2023) with equivalent workload units. Renewable every year until completion of the project.

As Study Leader, you are expected to submit to OVPREI through the Center/ Institute Director or College Dean the Following reports:

1. Spearheads in the overall component study's implementation.
2. Leads the conduct of training and technical assistance on practices in rice production such as rice ratooning, palayamanan, minimum tillage, direct seeding, organic agriculture, and other climate-smart rice production technologies and practices to intended clients.
3. Updates the Department, College Research Coordinator, and RDEI Extension Office through submission of quarterly, semi-annual, and annual accomplishment reports to the project leader before submission and approval to aforementioned entities.
4. Facilitates preparation of the progress and research outputs for presentation during the annual RDE In- house review.

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, Extension and Innovation.

EDGARDO E. TULIN
President

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