



August 1, 2022

Dr. Romel B. Armecin
Research Faculty
National Abaca Research Center
ViSCA, Baybay City, Leyte

Dear **Dr. Armecin**:

By the authority vested in me as University President, you are hereby appointed as Project Leader & Component Leader of the VSU –funded Extension Program entitled " Integrated Abaca Extension Program" coded TP.AB.007. Project Leader, Project 2 "Capability Enhancement on Abaca Technologies" Component Leader, Project 2, Component 3 "Technical Assistance on Nutrient Management". Co-Component Leader. Project 4, Component 1, Seedpieces Production and In-vitro propagation". charged to the VSU funded extension program subject to availability of funds effective August 1, 2022 to December 31, 2022 with equivalent workload units renewable every year until completion of the project.

As Project and Component Leader, you are expected to submit to OVPREI through the Center/Institute Director or College Dean the following report:

1. Consolidated/Integrated report on the significant outputs/outcome of all components.
2. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**).
3. Midyear research progress reports every 1st week of July of every year (**Attachment 2**)
4. Annual research progress reports every 1st week of January of the succeeding year(**Attachment 3**)
5. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**)
6. Present a paper in the regional/national R &D Symposia/for a (as scheduled by **Consortium/National agency concerned with prescribed standard format**).
7. Submit terminal report three (3) months after completion of research project (**Attachment 5**)
8. Publish articles of significant research findings in indexed/peer reviewed journals.

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, Director, NARC; Dean, College; RSPPRO, Budget Office; Finance Management Office (FMO); Accounting Office; File-OP

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 2

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