



January 2, 2024

Dr. Daniel Leslie S. Tan
OIC-President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Dennis P. Peque**
Vice-President for Research, Extension and Innovation

Dear **Dr. Tan**,

This is to recommend the renewal of appointment of **Ms. Kleer Jeann G. Longatang** as **Project Leader** of the **"NRM-Based Extension Project (VSU Nature Park) Phase II: Empowerment of Local Stakeholders through Capacity Building and Development of VSU's Agricultural Reservation (Proclamation 64) Physical Land-use and Resource Map"**, (Project Code – Nature Park), charged to General Funds, subject to availability of funds effective January 1, 2024, until December 31, 2024, with equivalent workload units, renewable every year until completion of the project.

As Project Leader, Ms. Longatang will perform the following responsibilities:

1. Take charge of the overall planning, strategy formulation, and supervision of the project;
2. Submit to OVPREI, through the Institute Director, the following reports:
 - a. Consolidated/Integrated report on the significant outputs/outcomes of all components;
 - b. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**);
 - c. Midyear research progress reports every 1st week of July of every year (**Attachment 2**);
 - d. Annual research progress reports every 1st week of January of the succeeding year (**Attachment 3**);
3. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**);
4. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**);
5. Submit terminal report three (3) months after completion of the extension project (**Attachment 5**);
6. Publish articles of significant research findings in indexed/peer-reviewed journals.

For any changes in the title, methodology, project site, and/or budget, 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.

Thank you for your continued support to the Institute.

Very truly yours,

TEOFANES A. PATINDOL
Director

Conformé:

KLEER JEANN G. LONGATANG
Instructor, ITEEM

Endorsed by:

RENEZITA S. COME
Dean, College of Forestry and
Environmental Science (CFES)

Certified Funds Available:

ALICIA M. FLORES
Head, Budget Office

Noted:

ANTONIO P. ABAMO
Director for Extension

Recommending Approval:

DENNIS P. PEQUE
VP for Research, Extension, and Innovation

cc: OVPREI-VP
OVPREI-Extension
Budget Office
CFES Dean
KJGLongatang
RSPPRO
ITEEM