



27 December 2022

**Dr. Dennis P. Peque**

Professor VI

Dean

College of Forestry and Environmental Science

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr Peque**:

As favorably endorsed and recommended by the Vice President for Research and Extension, you are hereby appointed **In-Country Lead for Health, Safety, Security and Environment (HSSE)** of the approved VSU research project 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 January 1, 2023 to December 31, 2023 unless sooner terminated due to lack of funds.

As In-Country Lead for HSSE you are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Spread in the ground implementation of the project HSSE;
2. Conduct risks assessment and safety inspections;
3. Train all project staff and study leaders on health and safety procedures;
4. Manage emergency procedures and take responsibilities for first aid procedures and procedures for reporting accidents;
5. Participate in the conduct of field research, data collection and analysis;
6. Submit quarterly research progress reports to the OVPREI-RPO (Attachment 1).
7. Submit midyear research progress reports every 1<sup>st</sup> week of July of every year (Attachment 2).
8. Submit annual research progress reports every 1<sup>st</sup> week of January of the succeeding year (Attachment 3).
9. Present the research highlights of papers during the research In-house Review and Evaluation (Attachment 4).
10. Present a paper in the regional/ national R&D Symposia/ for a (as schedule by Consortium / National agency concerned with prescribed standard format).
11. Submit terminal report three (3) months after completion of research project (Attachment 5).
12. Publish articles of significant research findings in indexed/ peer reviewed journal;and
13. Perform other duties related to the project.

In case of 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; Dean, College; RSPPRO; Budget Office; Finance Management Office (FMO);  
Accounting Office; File - OP