

January 02, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Maria Juliet C. Ceniza
Vice President for Research, Extension, and Innovation

Dear **Dr. Tulin**:

This is to recommend the appointment of **Dr. Dennis P. Peque** as a **Project Leader** of the approved VSU research project entitled "**Biodiversity Conservation and Management Program of Mt. Pangasugan (BIO-CAMP)**" (Project Code: VSU-IP-2021-10), without **honorarium** effective immediately until December 31, 2021.

As a project leader, he is expected to perform the following responsibilities with appropriate workload unit equivalent:

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

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 or Center Director and the Vice-President for Research, Extension, and Innovation.

Very truly yours,


ANATOLIO N. POLINAR
Head, DFS