



January 27, 2023

**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 renewal of the appointment of **Dr. Marlito M. Bande** as **Component Leader** of the **“Maintenance, Monitoring and Evaluation of the Existing Component Features of VSU Nature Park”**, Component 1 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, 2023, until December 31, 2023, with equivalent workload units, renewable every year until completion of the project.

As Component Leader, Dr. Bande will perform the following responsibilities:

1. Exercise supervision and control in the implementation of the component;
2. Submit to OVPREI, through the Project Leader, the following reports:
  - a. Consolidated/Integrated report on the significant outputs/outcome of the component;
  - b. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**);
  - c. Midyear research progress reports every 1<sup>st</sup> week of July of every year (**Attachment 2**);
  - d. Annual research progress reports every 1<sup>st</sup> 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.

Very truly yours,

**KLEER JEANN G. LONGATANG**  
Project Leader, NRM-Nature Park

***Conformé:***

**MARLITO M. BANDE**  
Associate Professor IV, ITEEM

***Endorsed by:***

**DENNIS P. PEQUE**  
Dean, College of Forestry and  
Environmental Science (CFES)

***Recommending Approval:***

**MARIA JULIET C. CENIZA**  
VP for Research, Extension and Innovation

cc: OVPREI-VP  
OVPREI-RPO  
Head, Budget Office  
Dean, CFES  
Director, ITEEM  
MMBande  
RSPPRO

***Certified Funds Available:***

**ALICIA M. FLORES**  
Head, Budget Office

***Noted:***

**ANTONIO P. ABAMO**  
Director for Extension