



January 1, 2022

Dr. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. MARIA JULIET C. CENIZA**

VP for Research, Extension and Innovation

Dear **Dr. Tulin**:

This is to recommend the appointment of **Engr. Nilo L. Leorna** as Co-Study Leader of the research entitled "**Storage Characteristics of Coconut-based Food Products** (NCRC.2025.2)" effective January 1, 2022 to December 31, 2022. This research is part of the VSU funded project entitled "Development, Optimization and Market Study of Coconut Food Products".

As Co-Study Leader, he is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Take part in the implementation of the research.
2. Ensures submission of quarterly research progress reports.
3. Presents progress report during the Annual RDE In House Review.
4. Publish one or more of the research's knowledge products generated from the research project.
5. Submission of terminal report for consolidation of project report to be submitted to OVPRE upon completion,

Very truly yours,

MARISEL A. LEORNA

Director

Conforme:

NILO L. LEORNA

Co-Study Leader

Endorsed by:

ELDON DE PADUA

Head, DAE

Certified funds available:

ALICIA M. FLORES

Head, Budget Office

Noted:

ROSA OPHELIA D. VELARDE

Director for Research