



21 February 2022

**Dr. MARIA JULIET C. CENIZA**

Vice President for Research, Extension & Innovation  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Ceniza**:

This is to recommend the appointment of **Dr. Anabella B. Tulin** as **Study leader** of **Study 4 – “Development of Graduate Programs Suitable for Disaster Management Involving Joint Offerings with Belgian Universities and Other Partner”** under the Project entitled **“Developing a Smart and Sustainable Disaster Risk Management Model for Eastern Visayas”** without an honorarium effective January 1, 2022 to December 31, 2022 chargeable to VSU-1P-2021-8d unless sooner terminated due to lack of funds.

As Study leader, she is entitled to appropriate workload units as prescribed in the Research Manual and is expected to perform the following responsibilities:

1. Spearhead meetings involving both local and foreign university collaborators regarding possible programs specialize in disaster management.
2. Create MOU's with foreign university collaborators and adopt joint degree offerings of new developed programs.
3. Prepare a report on the progress of the project.
4. Discuss project results during the VSU Annual In-house Review and R & D Symposium

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 & Innovation.

Very truly yours,

**EDGARDO E. TULIN**  
University President

Conforme:

**ANABELLA B. TULIN**  
Study Leader

Certified funds available:

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