



January 03, 2024

Dr. Daniel Leslie S. Tan
OIC, President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Dennis P. Peque**
VP for REI, Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tan:

This is to recommend the appointment of **Ms. Mariedith I. Bagarinao** as Co-Study Leader of Component 4 entitled: **"Design, production, and Distribution of ad materials and brochures"**, under the Extension Project entitled: Training, Technical Assistance and Distribution of Agronomic Crops Planting Materials in Support to RDEI Programs of VSU and Other Agencies in Eastern Visayas. This is without an honorarium effective on January 03, 2024 to March 10, 2024 unless revoked or terminated due to lack of budget.

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

1. Facilitates the implementation of the component study.
2. Assists the study leader in designing, preparing, producing, and distributing the component study's print ad materials and brochures by focusing on corn, Adlai, sorghum, millet, and other minor agronomic crops.
3. Assists the study leader in the preparation of quarterly, semi-annual, and annual accomplishment reports relative to the prepared brochures.
4. Helps study leaders in the preparation of progress reports or research outputs for the annual In-house RDE Review.

In case of any changes in the title, methodology, or project site, 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 and Extension.

Very truly yours,

DIONESIO M. BAÑOC
Head, DA

Conforme:

MARIEDITH I. BAGARINAO
Co-Study Leader

Recommending Approval:

ANTONIO P. ABAMO
Director for Extension

Cc. OVPREI-VP
[OVPREI-RPO/Extension/innovation]
Head, Budget Office
Dean, College
Head, Department
Researcher
RSPPRO

Certified Funds available:

ALICIA M. FLORES
Head, Budget Office

Approved:

DENNIS P. PEQUE
VP for Research, Extension, and Innovation