



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
AGRONOMY

December 12, 2024

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Santiago T. Peña Jr.**
VP for REI, Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Yepes:

This is to recommend the appointment of **Ed Allan L. Alcober** as Study Leader of Component 1.1 (**Production and distribution of quality planting materials of Irrigated Lowland and Upland Rice**) under the Extension Project entitled: "Training, Technical Assistance, Distribution of Planting Materials, and Design, Production, and Distribution of Print Ad Materials in Support to RDE Programs of VSU and Other Agencies in Eastern Visayas" project code: EXT69-Agronomy), charged to the (GAA Funded projects). This is without an honorarium effective on January 01, 2025 to December 31, 2025 unless revoked or terminated due to lack of budget.

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

1. Takes charge in producing and distributing quality planting materials of irrigated lowland and upland rice to interested clientele or farmers.
2. Assists the project leader in the implementation of the project.
3. Updates the Department, College Research Coordinator, and RDEI Extension Office on the progress of the project.
4. Present the progress and research outputs during the annual RDE In-house review.
5. Publish important findings in refereed journal

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,

ULYSSES A. CAGASAN
Project Leader

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Page 1 of 2
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