



January 1, 2022

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte

**Dear Dr. Tulin:**

This is to recommend the appointment of **Dr. Marisel A. Leorna** as Project Leader of the research project entitled "Development, Optimization, and Market Study of Coconut-based Food Products (3 components) (NCRC-2025-1)" Furthermore, she is also appointed as the study leader of its component studies without honorarium effective January 1, 2022 to December 31, 2022.

Specifically, the project has three component studies, namely:

- Study 1: Development & Process Optimization of Dried and Baked Coconut Food Products
- Study 2: Formulation & Optimization of Coconut-based Beverages
- Study 3: Market Acceptability of Coconut Food Products (Study Leaders: Crislin B. Cruz/Marlon T. Andrino).

As Project and Study Leader, she is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Supervise the overall implementation of the project.
2. Ensures submission of quarterly research progress reports to the OVPREI.
3. Presents project results during the VSU Annual RDE In House Review.
4. Publish one or more of the research's knowledge products generated from the research project.
5. Submit terminal report three (3) months after project termination.

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 and Innovation.

Sincerely yours,

Certified funds available:

**ROSA OPHELIA D. VELARDE**

*Director for Research*

**MYRNA S. PANCITO**

*Head, Budget Office*

Conforme:

Recommending Approval

**MARISEL A. LEORNA**

*Project Study Leader*

**MARIA JULIET C. CENIZA**

*VP for Research, Extension & Innovation*