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April 1, 2024

Mr. Karl John A. Galvez
Department of Economics
Visayas State University
Visca, Baybay City, Leyte

Dear **Mr. Galvez**:

By the authority vested in me as University President, you are hereby appointed as **Study Leader** of the FAO-Funded research project titled "Beneficiary Validation and Profiling in the Municipalities of Malitbog, Tomas Oppus, Bontoc and Limasawa" without honorarium effective April 1, 2024, until June 30, 2024, unless sooner terminated or revoked by higher authorities.

As a Study Leader, you are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Acts as main contact and area leader for the municipality of **Tomas Oppus** in the conduct of beneficiary validation and profiling in the study area;
2. Works with other area leaders in supervising the project's data collection, validation, and profiling research activities;
3. Coordinates with the overall team leader in ensuring smooth implementation of all the project activities; and
4. Submits progress reports and terminal reports and other deliverables as required in the project's work plan.

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, Director for research, and the Vice President of Research, Extension, and Innovation.

PROSE IVY G. YEPES
President

cc: OVPREI-VP
OVPREI-RPO
Director, Center
Dean, College
RSPPRO
File-DOE

OFFICE OF THE PRESIDENT

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