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January 03, 2024

Dr. Berta C. Ratilla

Department of Agronomy
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Ratilla:

As favorably endorsed and recommended by the Vice President for Research, Extension and Innovation, you are hereby appointed as Co-Study Leader of Component 2 (Training and Technical assistance on the production systems of cereal crops; (rice, corn, adlay, sorghum) and other agronomic crops", from 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" (project code: EXT69-Agronomy), " charged to the (GAA Funded projects) subjects to availability of funds effective (January 03, 2024 - March 10, 2024) with equivalent workload units. Renewable every year until completion of the project.

As Co-Study Leader, you are expected to submit to OVPREI through the Center/ Institute Director or College Dean the Following reports:

1. Assists study leader in the overall implementation of the component study.
2. Facilitates conduct of training and technical assistance on improved production practices on corn, legumes, and root crops.
3. Prepares quarterly, semi-annual, and annual accomplishment reports of the conducted training and technical assistance, and submits them to the study leader for finalization and submission to the project leader.
4. Collates information and knowledge gained relevant to the conducted training and technical assistance relative to her assigned functions.

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, Center, Director for Research, Extension and Innovation.

DANIEL LESLIE S. TAN

OIC, President

cc: VPREI-VP-RPO; Director, Center, Dean, College; RSPPRO, Budget Office; Finance Management Office (FMO); Accounting Office; File-OP

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