



05 January 2022

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, Baybay City, Leyte

**Thru: Dr. Maria Juliet C. Ceniza**  
VP for REI

Dear Dr. Tulin:


This is to recommend the appointment of **Dr. MARJONNEL B. ABELLA** as Study Leader of the project entitled "**Graduates' Employability and Employers' Feedback in Visayas State University**" (Project Code **ISR.IMDAA.0721-1221.01**) without honorarium, effective January 1 until ~~March 31, 2022~~ <sup>June 30, 2022</sup>. As such Dr. Abella is expected to perform the following responsibilities with appropriate workload equivalent:

1. Take charge of the implementation of the project,
2. Ensures the submission of quarterly progress reports of the study to the project leader.
3. Submit to the project leader every 1<sup>st</sup> week of July of every year the midyear progress report of the project.
4. Submit every 1<sup>st</sup> week of January of the succeeding year annual progress report of the project to the project leader.
5. Submit the project highlights for presentation in coordination with the project leader during the VSU Annual In-house Review and R & D Symposium.
6. Submit to the project leader your terminal report three (3) months after completion of project.
7. Publish articles of significant project findings in indexed/ peer reviewed journals.

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 Office of the Vice-President for Academic Affairs and the Office of the Vice-President for Research, Extension and Innovation.

Thank you for your continued support.

Very truly yours,

  
**MA. RACHEL KIM L. AURE**  
Director, Instruction and Evaluation  
Project Leader