



January 03, 2024

Dr. Luz G. Asio

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

Dear Dr. Asio:

As favorably endorsed and recommended by the Vice President for Research, Extension and Innovation, you are hereby appointed as Study Leader of Component 4 **“Design, production, and Distribution of ad materials and brochures”**, 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 Study Leader, you are expected to submit to OVPREI through the Center/ Institute Director or College Dean the Following reports:

1. Supervises and manages the design, preparation, production, and distribution of the component study's print ad materials and brochures.
2. Prepares quarterly, semi-annual, and annual accomplishment reports and submits them to the project leader for consolidation as a project output.
3. Facilitates the preparation of progress report for annual In-house RDE Review. Present the progress and research outputs during the aforesaid annual activity.

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