



January 26, 2023

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

Thru: Dr. Maria Juliet C. Ceniza
VP for Research Extension and Innovation

Dear Dr. Tulin:

This is to recommend the appointment of **Dr. Ea Kristine Clarisse B. Tulin** as **Study Leader** of the research study entitled **"Bioactivity and Molecular Characterization of Lead Compounds from Candidate Antidiabetic Indigenous Plants"** (project code: VSU-IP-2021-6), without honorarium, charged to the Internationalization Program subject to availability of funds effective January 1, 2023 to February 10, 2023 with equivalent workload units renewable every year until completion of the project.

As Study Leader, she is entitled to appropriate workload units as prescribed in the Research Manual and is expected to perform the following responsibilities:

1. Assist the project leader in the management of the project.
2. Assist in coordinating with collaborators and project staff in the overall implementation of the project.
3. Assist the research staff in the procurement of chemicals, reagents and other materials needed in the project implementation.
4. Supervise and assist research assistant in the optimization and expansion of bacterial cultures.
5. Supervise and assist research assistant in the preparation and evaluation of encapsulated microbial inoculant in nanomaterial-alginate microbeads;
6. Supervise and assist the research assistant in all other research activities
7. Assist the project leader in the preparation of reports per requirement by VSU and or the funding agency.
8. Submit to OVPREI, through the Center/Institute Director or College Dean, the following:
 - a. Consolidated/Integrated report on the significant outputs/outcome of all components;
 - b. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**);
 - c. Midyear research progress reports every 1st week of July of every year (**Attachment 2**);
 - d. Annual research progress reports every 1st week of January of the succeeding year (**Attachment 3**);

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