



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR
**STRATEGIC RESEARCH AND
DEVELOPMENT STUDIES**

2 June 2024

Dr. Daniel Leslie S. Tan
Officer-In-Charge
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Dennis P. Peque
VP for REI

Dear Dr. Tan:

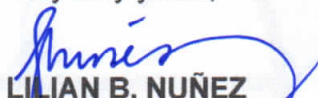
This is to recommend the appointment of **Ms. Merry Jean A. Caparas** as Project Leader of the VSU funded Research Project entitled **"Assessment of the Management and Disposal of Single-use Absorbent Hygienic Products in Baybay City and Its Impact on Water Resources"** with project code: **VSU-IP-2023-10** without honorarium effective January 2, 2024 to May 31, 2024 chargeable to the Internationalization Program of VSU unless sooner terminated due to lack of funds.

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

1. Lead in the implementation of different activities.
2. Lead the preparation of the survey questionnaire.
3. Lead the conduct of the survey.
4. Promote strategies on proper disposal of single-use absorbent hygienic products.
5. Coordinate with other agencies in the implementation of the project.
6. Submit quarterly progress reports to OVPREI.
7. Submit terminal report three (3) months after project termination.
8. Publish articles of significant research findings in indexed/peer-reviewed journals.
9. Contribute the writings of research papers for presentations in coordination with the project leader during the Research In-house Review and Evaluation.
10. Present a paper in regional/national R&D Symposia/fora/conferences.

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 Center Director and the Vice president for Research and Extension and Innovation.

Very truly yours,


LILIAN B. NUÑEZ
Director, ISRDS