



February 2, 2022

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

Thru: **Dr. Maria Juliet C. Ceniza**  
Vice-President for Research, Extension and Innovation

Dear **Dr. Tulin**,

This is to recommend the renewal of appointment of **Dr. Marlito M. Bande** as **Component Leader of Component 1 – “Rainforestation Training and Farmers’/ Technicians’ Cross-Visits”**, under the extension project entitled “*Mainstreaming of Rainforestation Technology and Monitoring of RF Adopter’s Farm*” (Project Code: EXT09-NR.TSP.016), charged to the General Funds, subject to availability of funds, effective January 1, 2022 until December 31, 2022, with equivalent workload units, renewable every year until completion of the project.

As Component Leader, Dr. Bande will perform the following responsibilities:

1. Exercise supervision and control in the implementation of the component;
2. Submit to OVPREI, through the Institute Director, the following reports:
  - a. Consolidated/Integrated report on the significant outputs/outcome of the component;
  - b. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**);
  - c. Midyear research progress reports every 1<sup>st</sup> week of July of every year (**Attachment 2**);
  - d. Annual research progress reports every 1<sup>st</sup> week of January of the succeeding year (**Attachment 3**);
3. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**);
4. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**);
5. Submit terminal report three (3) months after completion of research project (**Attachment 5**);
6. Publish articles of significant research findings in indexed/peer reviewed journals.

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, Director for Research, and the Vice President for Research, Extension and Innovation.

Thank you for your continued support to the Institute.

Very truly yours,

**ELIZA D. ESPINOSA**  
Director