

January 23, 2025

Dr. Prose Ivy G. Yepes

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. Santiago T. Peña Jr.**

Vice-President for Research, Extension, and Innovation

Dear **Dr. Peña**,

This is to recommend the renewal of the appointment of **Ms. Kleer Jeann G. Longatang** as **Study Leader** of "**Assessment of insect fauna associated with *Aquilaria* spp. in plantations and wild populations in Leyte Island**", Study 3 of the research project entitled "*Ecological Assessment and Conservation of *Aquilaria malaccensis* Through Sustainable Agarwood Production in Leyte Island, Philippines (ECoSAP)*", charged to the Internationalization Program, Project Code: VSU-IP-2021-9, subject to availability of funds, effective immediately until December 31, 2025, without honorarium.

As Study Leader, Ms. Longatang will perform the following responsibilities with appropriate workload unit equivalent:

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

Thank you for your continued support to the Institute.

Very truly yours,

MARLITO M. BANDE

Project Leader, ECoSAP



**INSTITUTE OF TROPICAL ECOLOGY AND
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Conformé:

KLEER JEANN G. LONGATANG
Instructor III
ITEES

Endorsed by:

RENEZITA S. COME
Dean, Faculty of Forestry and Environmental Science (FFES)

Noted:

IVY C. EMNACE
Director for Research

Certified Funds Available:

ALICIA M. FLORES
Head, Budget Office

Recommending Approval:

SANTIAGO T. PEÑA JR.
VP for Research, Extension, and Innovation

cc: OVPREI (VP)
OVPREI (RPO)
Budget Office (File)
RSPPRO (File)
FFES (Dean)
ITEES (File)
KJGLongatang

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.
Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.