



VISAYAS
STATE UNIVERSITY

ECOLOGICAL FARM RESOURCES AND MANAGEMENT INSTITUTE

November 22, 2023

Prof. Rosa Ophelia D. Velarde
Director for Research
Visayas State University
Baybay City, Leyte

Dear **Prof. Velarde**:

Greetings!

I am writing to formally request your approval for reallocating the budget from the overhead cost (EFARMI.A.III.C) previously designated for the Administrative Aide position, which has been promoted from job order status to permanent status, to fund the hiring of a Science Research Specialist in our Institute for the year 2024 and onwards.

The transition of the Administrative Aide position to permanent status has provided us with an opportunity to strategically reallocate the associated budget to meet the emerging needs of our center. We propose that the funds be redirected to support the hiring of a Science Research Specialist, aligned with our commitment to developing REI goals and objectives. The addition of a Science Research Specialist is crucial for the continued growth and success of our office. This individual will contribute specialized skills and facilitate collaborations, thereby elevating the overall REI impact of our institution.

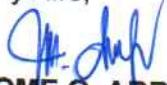
The planned responsibilities of the SRS to be hired are as follows:

1. Take charge of the information and database in the Institute;
2. Take charge of the Cataloguing and maintenance in the Institute library;
3. Facilitates the implementation of training under the extension project;
4. Assist in facilitating Extension and Research In-House Reviews;
5. Assist in the participation of Internal and External Exhibits;
6. Assists in producing IEC materials like leaflets, brochures, RDE highlights, video production, etc.;
7. Assist in the monitoring of extension and research project activities and reports;
8. Performs other tasks that may be assigned by the supervisor/superiors.

I look forward to your favorable response to this request.

Thank you!

Truly yours,


JEROME O. ARRIBADO
Director, Eco-FARMI

**ECOLOGICAL FARM RESOURCES AND
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Approved:

ROSA OPHELIA D. VELARDE
Director for Research

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.