



March 23, 2022

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 **Ms. Jo Jane D. Atok** as **Study Leader** of the Project entitled **"Bioactivity and Molecular Characterization of Lead Compounds from Candidate Antidiabetic Indigenous Plants"** without an honorarium effective January 1, 2022 to December 31, 2022 chargeable to **VSU-IP-2021-6** unless sooner terminated due to lack of funds.

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. Coordinate with collaborates 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 collection and preparation of plant materials.
5. Supervise and assist research assistant in evaluating the effect of lead compounds in the functions of cellular organelles associated with *Diabetes mellitus*.
6. Supervise research assistants in evaluating the level of expression of biological compounds in mammalian cell lines as affected by the treatments of medicinal plant extracts.
7. Supervise and assist the research assistant in other research activities.
8. Prepare reports per requirement by VSU and the funding agency.

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 College Dean or Center Director and the Vice President for Research, Extension & Innovation.

Very truly yours,


MA. THERESA P. LORETO
Director, ARI Center