



January 03, 2024

Dr. Daniel Leslie S. Tan
OIC, President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Dennis P. Peque**
VP for REI, Visayas State University
Visca, Baybay City, Leyte
Visca, Baybay City, Leyte

Dear Dr. Tan:

This is to recommend the appointment of **Dr. Dionesio M. Bañoc** as Study Leader of Component 2 entitled: **"Training and Technical assistance on the production systems of cereal crops; (rice, corn, adlay, sorghum) and other agronomic crops"** under the Extension Project entitled: Training, Technical Assistance and Distribution of Agronomic Crops Planting Materials in Support to RDEI Programs of VSU and Other Agencies in Eastern Visayas. This is without an honorarium effective on January 03, 2024, to March 10, 2024, unless revoked or terminated due to lack of budget.

As Study Leader, he is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Spearheads in the overall component study's implementation.
2. Leads the conduct of training and technical assistance on practices in rice production such as rice ratooning, palayamanan, minimum tillage, direct seeding, organic agriculture, and other climate-smart rice production technologies and practices to intended clients.
3. Updates the Department, College Research Coordinator, and RDEI Extension Office through submission of quarterly, semi-annual, and annual accomplishment reports to the project leader before submission and approval to aforementioned entities.
4. Facilitates preparation of the progress and research outputs for presentation during the annual RDE In- house review.

In case of any changes in the title, methodology, or project site, 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 and Extension.

Very truly yours

DIONESIO M. BAÑOC
DA, Head

Conforme:

DIONESIO M. BAÑOC
Study Leader

Certified Funds available:

ALICIA M. FLORES
Head, Budget Office

Recommending Approval:

ANTONIO P. ABAMO
Director for Extension

Approved:

DENNIS P. PEQUE
VP for Research, Extension, and Innovation

Cc. OVPREI-VP
[OVPREI-RPO/Extension/innovation]
Head, Budget Office
Dean, College
Head, Department
Researcher
RSPPRO

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