



05 January 2022

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

Thru: Dr. Maria Juliet C. Ceniza
VP for REI

Dear **Dr. Tulin**:

This is to recommend the appointment of **Dr. CATHERINE C. ARRADAZA** as Study Leader of the project entitled "**Graduates' Employability and Employers' Feedback in Visayas State University**" (Project Code **ISR.IMDAA.0721-1221.01**) without honorarium, effective January 1 until ~~March 31~~ ^{June 30, 2022} 2022. As such Dr. Arradaza is expected to perform the following responsibilities with appropriate workload equivalent:

1. Take charge of the implementation of the project,
2. Ensures the submission of quarterly progress reports of the study to the project leader.
3. Submit to the project leader every 1st week of July of every year the midyear progress report of the project.
4. Submit every 1st week of January of the succeeding year annual progress report of the project to the project leader.
5. Submit the project highlights for presentation in coordination with the project leader during the VSU Annual In-house Review and R & D Symposium.
6. Submit to the project leader your terminal report three (3) months after completion of project.
7. Publish articles of significant project findings in indexed/ peer reviewed journals.

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 Office of the Vice-President for Academic Affairs and the Office of the Vice-President for Research, Extension and Innovation.

Thank you for your continued support.

Very truly yours,


MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Project Leader