



March 11, 2024

**Mr. Wences Rey B. Dela Peña**

Department of Agronomy  
Visayas State University  
Visca, Baybay City, Leyte

**Dear Mr. Dela Peña:**

As favorably endorsed and recommended by the Vice President for Research, Extension and Innovation, you are hereby appointed as Co-Study Leader of Component 3 "(Production and distribution of NSIC-recommended, registered, and certified rice and corn seeds)", from 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" (project code: EXT69-Agronomy), " charged to the (GAA Funded projects) subjects to availability of funds effective (March 11, 2024 - May 21, 2024) with equivalent workload units. Renewable every year until completion of the project.

As Co-Study Leader, you are expected to submit to OVPREI through the Center/ Institute Director or College Dean the Following reports:

1. Assists the project leader in the overall implementation of the component study.
2. Facilitates data gathering, data collation, and economic analysis of the established legumes and root crop production undertakings.
3. Prepares quarterly, semi-annual, annual accomplishments reports, and progress reports or research output for the presentation during the annual RDE In- house review

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, Center, Director for Research, Extension and Innovation.

**PROSE IVY G. YEPES**

President

cc: VPREI-VP-RPO; Director, Center, Dean, College; RSPPRO, Budget Office; Finance Management Office (FMO); Accounting Office; File-OP