



November 10, 2023

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

*Thru:* **Dr. Maria Juliet C. Ceniza**  
Vice-President for Research, Extension and Innovation

Dear **Dr. Tulin**,

This is to recommend the appointment of **Dr. Donna M. Guarte-Valida** as **Project Leader** of the extension project entitled “**Multi-species Hatchery**” (**Project Code – Ext 81**), charged to the General Funds, subject to availability of funds, effective November 3, 2023, until December 31, 2023, with equivalent workload units, renewable every year until completion of the project.

As Project Leader, Dr. Guarte-Valida is expected to perform the following responsibilities:

1. Take charge of the overall planning, strategy formulation, and supervision of the project;
2. Submit to OVPREI, through the Institute Director, the following reports:
  - a. Consolidated/Integrated reports on the significant outputs/outcome of the component;
  - b. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**)
  - c. Midyear research progress reports every 1<sup>st</sup> week of July of every year (**Attachment 2**)
  - d. Annual research progress reports every 1<sup>st</sup> week of January of the succeeding year (**Attachment 3**)
3. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**);
4. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by the Consortium/National agency concerned with the prescribed standard format**);
5. Submit terminal report three (3) months after completion of the extension project (**Attachment 5**);
6. Publish articles of significant research findings in indexed/peer-reviewed journals.

For any changes in the title, methodology, project site, and/or budget, approval should first be sought from the University President upon recommendation by the concerned College Dean, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.

This appointment supersedes the appointment issued to Dr. Eliza D. Espinosa who is currently on Sabbatical Leave effective November 3, 2023, until October 31, 2024.

Very truly yours,

**TEOFANES A. PATINDOL**  
Director

**Conformé:**

**DONNA M. GUARTE-VALIDA**  
Instructor  
Department of Biological Sciences (DBS)

**Endorsed by:**

**DENNIS P. PEQUE**  
Dean, CFES

**Certified Funds Available:**

**ALICIA M. FLORES**  
Head, Budget Office

**Noted:**

**ANTONIO P. ABAMO**  
Director for Extension

**Recommending Approval:**

**MARIA JULIET C. CENIZA**  
VP for Research, Extension and Innovation

cc: OVPREI-VP  
OVPREI-RPO  
Head, Accounting Office  
Head, DBS  
Dean, CFES  
DMGuarte-Valida  
RSPPRO