



April 1, 2023

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

Thru: Dr. Maria Juliet C. Ceniza
Vice President of Research, Extension and Innovation

Dear Dr. Tulin:

This is to recommend the appointment of **Mr. KARL JOHN A. GALVEZ** as **Project Staff level 2** of the approved VSU research project/study "**Enhancing Livelihoods through Forest and Landscape Restoration (ASEM/2016/103)**" funded by **Australian Centre for International Agricultural Research (ACIAR)** and **Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development (PCAARRD)** without honorarium effective from **April 1, 2023 until December 31, 2023** chargeable to **(101T 20201050 – 1.92)** unless sooner terminated anytime due to lack of funds and other reasons.

As a Project Staff level 2, he is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Assist in the conduct of field research;
2. Participate in data collection and analysis;
3. Assist in making reports and carrying out project presentations;
4. Submit report on the significant outputs/outcome of all components;
5. Submit quarterly research progress reports to the OVPREI-RPO (**Attachment 1**).
6. Submit midyear research progress reports every 1st week of July of every year (**Attachment 2**).
7. Submit annual research progress reports every 1st week of January of the succeeding year (**Attachment 3**).
8. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**).
9. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**).
10. Submit terminal report three (3) months after completion of research project (**Attachment 5**).
11. Publish articles of significant research findings in indexed/peer reviewed journals; and
12. Perform other duties related to the study.

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 and Extension.

Very truly yours,

ARTURO E. PASA
Project Leader

Conforme:

KARL JOHN A. GALVEZ
Project Staff

Endorsed by:

MOISES NEIL V. SERINO
Dean, CME

Recommending Approval:

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

CC: *OVPREI-VP*
 OVPREI-RPO, Extension and Innovation
 Head, Budget Office
 Dean, College
 Head, Department
 Researcher
 RSPPRO

Certified funds available:

NICK FREDDY R. BELLO
Head, Accounting Office

Noted by:

ROSA OPHELIA D. VELARDE
Director for Research