



January 12, 2024

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

Thru: Dr. Dennis P. Peque
Vice-President for Research, Extension and Innovation

Dear **Dr. Tan**,

This is to recommend the renewal of the appointment of **Ms. Kleer Jeann G. Longatang** as **Study Leader** of the research study entitled "**Assessment of insect fauna associated with *Aquilaria* spp. in plantations and wild populations in Leyte and Biliran Islands**" Study 3 of the research project entitled "*Ecological Assessment and Conservation of *Aquilaria malaccensis* Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECoSAP)*" (**Project Code: VSU-IP-2021-9**), charged to the Internationalization Program, subject to the availability of funds, effective January 1, 2024 until December 31, 2024, with equivalent workload units, renewable every year until the completion of the project.

As Study Leader, Ms. Longatang is expected to perform the following responsibilities:

1. Determine, identify, and classify insect pollinators of different *Aquilaria* spp. in wild populations;
2. Determine, identify, and classify insects that infect damage in *Aquilaria* spp. in plantations and wild populations;
3. Assess the damage of insects of *Aquilaria* spp. in plantations and wild populations;
4. Identify and classify the insect associated of *Aquilaria* spp in plantations and wild populations in Leyte and Biliran Islands;
5. Develop a manual on insect fauna associated with *Aquilaria* spp. in Leyte and Biliran Islands;
6. Submit to OVPREI, through the Project Leader, the following:
 - a. Report on the significant outputs/outcomes of the research;
 - b. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**);
 - c. Midyear research progress reports every 1st week of July of every year (**Attachment 2**);
 - d. Annual research progress reports every 1st week of January of the succeeding year (**Attachment 3**);
7. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**);
8. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**);
9. Submit terminal report three (3) months after completion of the research project (**Attachment 5**);

10. 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.

Thank you for your continued support to the Institute.

Very truly yours,

MARLITO M. BANDE
Project Leader, ECoSAP

Conformé:

Certified Funds Available:

KLEER JEANN G. LONGATANG
Instructor, ITEEM

ALICIA M. FLORES
Head, Budget Office

Endorsed by:

Noted:

RENEZITA S. COME
Dean, College of Forestry and
Environmental Science (CFES)

IVY C. EMNACE
Director for Research

Recommending Approval:

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

cc: OVPREI (VP)
OVPREI (RPO)
Head, Budget Office
CFES (Dean)
KJGLongatang
RSPPRO
ITEEM (File)