



January 1, 2023

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

Thru: Dr. Maria Juliet C. Ceniza
VP for Research, Extension and Innovation

Dear Dr. Tulin:

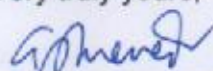
This is to recommend the appointment of MARIA ROBELYN A. INSIK as Study 1 Leader of the research entitled "Levels of Organic Matter and Carbonates of Major River Systems in Leyte" under the project entitled "Physico-Chemical Characterization of Major River Systems in Leyte" under the project code ECH 14-1420.15 (without honorarium) effective January 1-December 31, 2023 unless sooner terminated due to lack of funds.

As Study 1 leader, she is expected to perform the following responsibilities with appropriate workload unit equivalent.

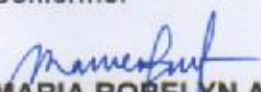
1. Conduct the research and based on the approved proposal in coordination with co-researchers;
2. Submit quarterly progress reports;
3. Present progress report during the Annual RDE In-House review;
4. Publish one or more scientific papers generated from the research and
5. Submit terminal report upon completion of the research.

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 and the Vice President for Research, Extension and Innovation.

Very truly yours,


ELIZABETH S. QUEVEDO
Head, DoPAC

Conforme:


MARIA ROBELYN A. INSIK
Study 1 Leader

Certified Funds Available:

ALICIA M. FLORES
OIC Head, Budget Office