



February 3, 2022

DR. MARIA JULIET C. CENIZA

Vice President for Research, Extension and Innovation
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Ceniza**:

This is to recommend the appointment of **Dr. Bethlehem A. Ponce** as **Project Leader** of the research project entitled **"Ethno-Linguistic Study of Minamanwa, Its Challenges and Changes Overtime"** under the research project code ISR.DLABS.81920 without honorarium effective February 3, 2022 to December 31, 2022 unless sooner terminated due to lack of funds.

As Project Leader, she is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Exercise supervision and control in the implementation of the project;
2. Submit progress reports to the OVPREI;
3. Present project results during the VSU Annual In-House Review and R & D Symposium;
4. Submit terminal report three (3) months after project termination.

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, Extension and Innovation.

Very truly yours,

JETT C. QUEBEC

Department Head

Conforme:

Certified Funds Available:

BETHLEHEM A. PONCE

Asst. Prof. I

N/A

ALICIA M. FLORES

Head, Budget office

Endorsed by:

MA. THERESA P. LORETO

College Dean



Recommending Approval:

MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

cc: *VP, Research, Extension & Innovation*
Dean, College of Arts and Sciences
Head, Department of Liberal Arts and Behavioral Sciences
Researcher
RSPPRO