

12 February 2024

HON. DANIEL LESLIE S. TAN, PhD

OIC-President

Visayas State University

Visca, Baybay City, Leyte

Dear Dr Tan,

This is to recommend the appointment of **ARTURO E. PASA, PhD** as **In-Country Leader for Health, Safety, Security and Environment (HSSE)** of the approved VSU research project/study under **Project number 378** entitled **“Project Tarsier: A nature-based solutions project for climate change, biodiversity and people”** funded by **University of Sunshine Coast (USC)** with an honorarium of EIGHT THOUSAND EIGHT HUNDRED PESOS (PhP 8,800.00) PER MONTH effective 15 February 2024 to 31 December 2024 unless sooner terminated due to lack of funds.

As In-Country Leader for HSSE, he is expected to perform the following with appropriate workload unit equivalent:

1. Spearhead in the ground implementation of the project HSSE in coordination with the In-country Project Manager and Project Group Leaders;
2. Ensure the conduct of risks assessment and safety inspections;
3. Organize the training of all project staff and representatives of partner Community-Based Forest Management Peoples' Organizations (CBFM POs) on HSSE;
4. Participate in data collection and assist in making reports and carrying out project presentations;
 - a. Participate in the conduct of field research, data collection and analysis;
 - b. Submit quarterly research progress reports to the OVPREI-RPO (Attachment 1);
 - c. Submit midyear research progress reports every 1st week of July of every year (Attachment 2);
 - d. Submit annual research progress reports every 1st week of January of the succeeding year (Attachment 3);
 - e. Present the research highlights of papers during the research In-house Review and Evaluation (Attachment 4);
 - f. Present a paper in the regional/ national R&D Symposia/ for a (as schedule by Consortium / National agency concerned with prescribed standard format);
 - g. Submit terminal report three (3) months after completion of research project (Attachment 5); and
 - h. Publish articles of significant research findings in indexed/ peer reviewed journal;

5. Oversee emergency procedures particularly on first aid and reporting accidents;
and
6. Perform other duties related to the project.

In case of any changes in the title, methodology, project site, and/or budget, the In-Country Leader for HSSE shall seek approval from the University President upon recommendation by the Dean of College of Forestry and Environmental Science, Director for Research, and the Vice President for Research, Extension and Innovation.

Herewith is a draft action document for your consideration.

Very truly yours,

DENNIS P. PEQUE, PhD

VP for Research, Extension and Innovation
and Concurrent In-country Leader- Governance and Accounting
(VSU Project Lead), Project Tarsier

Conforme:

ARTURO E. PASA, PhD

In-Country Leader for HSSE

Endorsed by:

Noted by:

RENEZITA S. COME, PhD

Dean, CFES

IVY C. EMNACE, PhD

Director for Research

Certified funds available:

PACIENCIA P. MILAN, PhD

Executive Director, ViFARD

cc: OVPREI-VP
OVPREI-RPO, Extension and Innovation
Head, Budget Office
Head, Finance Management Office (FMO)
Head, Accounting Office
Dean, College of Forestry and Environmental Science
Head, Department of Forest Science
RSPPRO (Recruitment, Selection, Placement, and Personnel Records Office)
File- Project Tarsier

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.