



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR
**STRATEGIC RESEARCH AND
DEVELOPMENT STUDIES**

30 June 2023

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

Thru: Dr. Maria Juliet C. Ceniza
VP for REI

Dear Dr. Tulin:

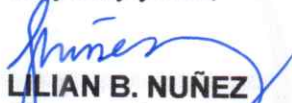
This is to recommend the appointment of **Ms. Merry Jean A. Caparas** as Project Leader of the VSU funded Research Project entitled **"Assessment of the Management and Disposal of Single-use Absorbent Hygienic Products in Baybay City and Its Impact on Water Resources"** with project code: **VSU-IP-2023-10** without honorarium effective July 1, 2023 to December 31, 2023 chargeable to the Internationalization Program of VSU unless sooner terminated due to lack of funds.

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

1. Lead in the implementation of different activities.
2. Lead the preparation of the survey questionnaire.
3. Lead the conduct of the survey.
4. Promote strategies on proper disposal of single-use absorbent hygienic products.
5. Coordinate with other agencies in the implementation of the project.
6. Submit quarterly progress reports to OVPREI.
7. Submit terminal report three (3) months after project termination.
8. Publish articles of significant research findings in indexed/peer-reviewed journals.
9. Contribute the writings of research papers for presentations in coordination with the project leader during the Research In-house Review and Evaluation.
10. Present a paper in regional/national R&D Symposia/fora/conferences.

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 Center Director and the Vice president for Research and Extension and Innovation.

Very truly yours,


LILIAN B. NUÑEZ
Director, ISRDS



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Conforme:


MERRY JEAN A. CAPARAS
Instructor I

Endorsed by:

MOISES NEIL V. SERIÑO
Dean, College of Management & Economics

Recommending Approval:

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

Certified funds available:

ALICIA M. FLORES
Head, Budget Office

Noted:

ROSA OPHELIA D. VELARDE
Director for Research

cc: OVPREI-VP
OVPREI-RPO
Head, Budget Office
Dean, College
Head, Department
Researcher
RSPPRO

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.