



May 22, 2024

**Dr. Prose Ivy G. Yepes**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **Dr. Santiago T. Peña Jr.**  
VP for REI, Visayas State University  
Visca, Baybay City, Leyte

**Dear Dr. Yepes:**

This is to recommend the appointment of **Ms. Mariedith I. Bagarinao** as Co-Study Leader of Component 4 entitled: **"Design, production, and Distribution of ad materials and brochures"**, under the Extension Project entitled: Training, Technical Assistance and Distribution of Agronomic Crops Planting Materials in Support to RDEI Programs of VSU and Other Agencies in Eastern Visayas. This is without an honorarium effective on May 22, 2024 to December 31, 2024 unless revoked or terminated due to lack of budget.

As a Co-Study Leader, she is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Facilitates the implementation of the component study.
2. Assists the study leader in designing, preparing, producing, and distributing the component study's print ad materials and brochures by focusing on corn, Adlai, sorghum, millet, and other minor agronomic crops.
3. Assists the study leader in the preparation of quarterly, semi-annual, and annual accomplishment reports relative to the prepared brochures.
4. Helps study leaders in the preparation of progress reports or research outputs for the annual In-house RDE Review.

In case of any changes in the title, methodology, or project site, 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 and Extension.

Very truly yours,

  
**LUZ G. ASIO**  
Head, DA

Conforme:   
**MARIEDITH I. BAGARINAO**  
Co-Study Leader

Recommending Approval:

**ANTONIO P. ABAMO**  
Director for Extension

Cc. OVPREI-VP  
[OVPREI-RPO/Extension/innovation]  
Head, Budget Office  
Dean, College  
Head, Department  
Researcher  
RSPPRO

Certified Funds available:

**ALICIA M. FLORES**  
Head, Budget Office

Approved:

**SANTIAGO T. PEÑA JR.**  
VP for Research, Extension, and Innovation