



January 03, 2024

**Dr. Daniel Leslie S. Tan**  
OIC, President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **Dr. Dennis P. Peque**  
VP for REI, Visayas State University  
Visca, Baybay City, Leyte

**Dear Dr. Tan:**

This is to recommend the appointment of **Wences Rey B. Dela Peña** as Co-Study Leader of Component 1 (**Production and distribution of recommended certified rice and corn seeds**) under the Extension Project entitled: "Training, Technical Assistance, Distribution of Planting Materials, and Design, Production, and Distribution of Print Add Materials in Support to RDE Programs of VSU and Other Agencies in Eastern Visayas" project code: EXT69-Agronomy), charged to the (GAA Funded projects). This is without an honorarium effective on January 03, 2024 to March 10, 2024 unless revoked or terminated due to lack of budget.

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

1. Assists the project leader in the overall implementation of the component study.
2. Facilitates data gathering, data collation, and economic analysis of the established legumes and root crop production undertakings.
3. Prepares quarterly, semi-annual, annual accomplishments reports, and progress reports or research output for the presentation during the annual RDE In-house 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,

**DIONESIO M. BAÑOC**  
Head, DA

Conforme:

**WENCES REY B. DELA PEÑA**  
Co-Study Leader

Certified Funds available:

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

Recommending Approval:

**ANTONIO P. ABAMO**  
Director for Extension

Approved:

**DENNIS P. PEQUE**  
VP for Research, Extension, and Innovation

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