



January 3, 2022

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 **Hadasha N. Bongat** as Project Staff of the ACIAR-Funded R&D Project entitled: : **"Agritourism Farms as Conduit of the Adoption of Good Agricultural Practices (GAP) in Eastern Visayas, Philippines"** effective **November 1, 2021 - June 30, 2022, without honorarium.**

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

1. Acts as *production and market value chain expert* in all the research and development activities of the project.
2. Coordinates with other project team members in ensuring smooth implementation of all project activities.
3. Submits terminal report and other deliverables as required in the work plan of the project.

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 and Extension.

Very truly yours,

DHENBER C. LUSANTA
Project Leader

Conforme:

HADASHA N. BONGAT
Project Staff

Certified funds available:

PACIENCIA P. MILAN
Executive Director, VIFARD

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.



January 3, 2022

Hadasha N. Bongat

Project Staff

Department of Business and Management

Visayas State University

Visca, Baybay City, Leyte

Dear **Ms. Bongat**:

By the authority vested in me as University President, you are hereby appointed as **Project Staff** of the ACIAR-Funded R&D Project entitled: **"Agritourism Farms as Conduit of the Adoption of Good Agricultural Practices (GAP) in Eastern Visayas, Philippines"** effective **November 1, 2021 - June 30, 2022** with equivalent workload units renewable every year until completion of the project.

As Project Staff, you are expected to submit to OVPREI through the Center/Institute Director or College Dean the following report:

1. Consolidated/Integrated report on the significant outputs/outcome of all components.
2. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**).
3. Midyear research progress reports every 1st week of July of every year (**Attachment 2**).
4. Annual research progress reports every 1st week of January of the succeeding year (**Attachment 3**).
5. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**).
6. Present a paper in the regional/ national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**).
7. Submit terminal report three (3) months after completion of research project (**Attachment 5**).
8. Publish articles of significant research findings in indexed / peer reviewed journals.

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, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.

EDGARDO E. TULIN

President

cc: OVPREI – VP; OVPREI – RPO; *Director, Center; Dean, College*; RSPPRO; Budget Office; Finance Management Office (FMO); Accounting Office; File - OP