



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
AGRONOMY

December 20, 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 **Mr. Ed Allan L. Alcober** as Project Leader of the research project entitled: Adlay Production: A Climate Change Adaptation and Mitigation Strategy for Marginal Lands, charge to the Project code: (GAA.CAFS-DOA.1023-1025.01) without honorarium, effective January 1, 2025 - December 31, 2025 subject to availability of funds.

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

1. Conduct meetings with study leaders to finalize the things to do and timeline of activities.
2. Consolidate/Integrate report on the significant outputs/outcome of all components.
3. Submit quarterly research progress reports to the OVPREI-RPO.
4. Submit midyear research progress reports every 1st week of July of every year.
5. Submit annual research progress reports every 1st week of January of the succeeding year.
6. Present the research highlights or papers during the Research In-house Review and Evaluation.
7. Present a paper in the regional/ national R&D Symposia/fora.
8. Submit the terminal report three (3) months after completion of the research project.
9. Publish articles of significant research findings in indexed / peer-reviewed journals.

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.

DEPARTMENT OF AGRONOMY

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