



January 29, 2024

Prof. Senona A. Cesar

Associate Professor V

Department of Biological Sciences (DBS)

Visayas State University

Visca, Baybay City, Leyte

Dear **Prof. Cesar**:

By the authority vested in me as University President, you are hereby appointed as **Project Leader** of the CRM research study entitled **"Biodiversity of Marine Flora and Fauna in Artificial Reefs of Baybay City and Selected Municipalities of the 5th District of Leyte"** (Project Code NRM-ITM-1517), charged to General Funds subject to availability of funds, effective January 1, 2024, until December 31, 2024, with equivalent workload units renewable every year until completion of the project.

As Project Leader, you are hereby expected to perform the following responsibilities:

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

For any changes in the title, methodology, project site, and/or budget, 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.

DANIEL LESLIE S. TAN

OIC-President

cc: OVPREI-VP, OVPREI-RPO, Head, DBS, Dean, CFES, RSPPRO, Accounting Office, Finance Management Office (FMO),
Accounting Office, File - OP

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