



July 1, 2021

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 **Mr. Jerome O. Arribado** as Project Leader of the VSU funded Research Project entitled "**Performance of Organically Grown Rabbits Supplemented with Different Forages and Pelletized Concentrate Mixture**" without honorarium effective July 1, 2021 to December 31, 2021 chargeable to **EFS.0721-0722.01** unless sooner terminated due to lack of funds.

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

1. Takes responsibility in the over-all management of the project.
2. Supervise functions and responsibilities for the effective execution of all the research activities;
3. Submit quarterly progress reports to OVPREI;
4. Present project results during the VSU Annual In-House Review;
5. Submit terminal report three (3) months after project termination.

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

Very truly yours,

DHENBER C. LUSANTA
OIC, Eco-FARMI

Conforme:

JEROME O. ARRIBADO
Project Leader

Certified funds available:

ALICIA M. FLORES
OIC Head, Budget Office

Endorsed by:

DHENBER C. LUSANTA
OIC, Eco-FARMI

Noted:

ROSA OPHELIA D. VELARDE
Director for Research

Recommending Approval:

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

CC: OVPREI-VP
[OVPREI-RPO/ Extension/ Innovation]
Head, Budget Office
Dean, College
Head, Department
Researcher
RSPPRO

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.

July 1, 2021

Jerome O. Arribado
Project Leader
Eco-FARMI
Visca, Baybay City, Leyte

Dear Mr. Arribado:

By the authority vested in me as University President, you are hereby appointed as Project Leader of the research project entitled **"Performance of Organically Grown Rabbits Supplemented with Different Forages and Pelletized Concentrate Mixture"** (project code: **EFS.0721-0722.01**), charged to the VSU General Appropriation Act (GAA) subject to availability of funds effective July 1, 2021 to December 31, 2021 with equivalent workload units renewable every year until completion of the project.

As Project Leader, 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

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