



21 February 2022

**Dr. MARIA JULIET C. CENIZA**

Vice President for Research, Extension & Innovation  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Ceniza**:

This is to recommend the appointment of **Dr. Anabella B. Tulin** as **Study Leader** of **Study 5 – “Livelihood Opportunities for Women in Disaster Prone Areas”** under the Project entitled **“Developing a Smart and Sustainable Disaster Risk Management Model for Eastern Visayas”** without an honorarium effective January 1, 2022 to December 31, 2022 chargeable to **VSU-1P-2021-8e** unless sooner terminated due to lack of funds.

As Study leader, she is entitled to appropriate workload units as prescribed in the Research Manual and is expected to perform the following responsibilities:

1. Oversee the implementation of the project.
2. Prepare a report on the progress of the project.
3. Supervise project staff on the development of training materials to be used during the training based on the needs assessment survey.
4. Guide the project staff in the preparation and execution of the research study particularly on the establishment of livelihood opportunities in disaster vulnerable communities.

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, Extension & Innovation.

Very truly yours,

**EDGARDO E. TULIN**

University President

Conforme:

**ANABELLA B. TULIN**

Study Leader

Certified funds available:

**ALICIA M. FLORES**

Head, Budget Office