



January 01, 2022

**Dr. Luz G. Asio**  
Department of Agronomy  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Asio:

As favorably endorsed and recommended by the Vice President for Research, Extension and Innovation, you are hereby appointed as Co-Study Leader of Component 4 "**Design, production, and Distribution of ad materials and brochures**", from Extension Project entitled "Training, Technical Assistance and Distribution of Agronomic Crops, Planting Materials in Support to RDEI Programs of VSU and Other Agencies in Eastern Visayas" (project code: EXT69-Agronomy), " charged to the (GAA Funded projects) subjects to availability of funds effective (January 01, 2022-December 31, 2022) with equivalent workload units. Renewable every year until completion of the project.

As Co-Study Leader, you are expected to submit to OVPREI through the Center/ Institute Director or College Dean the Following reports:

1. Consolidate and integrate reports on the significant outputs/outcome of the study.
2. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**).
3. Midyear research progress reports every 1<sup>st</sup> week of July of every year (**Attachment 2**).
4. Annual research progress reports every 1<sup>st</sup> 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 pf 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 for Research, Extension and Innovation.

**EDGARDO E. TULIN**  
President

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



January 01, 2022

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **Dr. Maria Juliet C. Ceniza**  
VP for REI, Visayas State University  
Visca, Baybay City, Leyte

**Dear Dr. Tulin:**

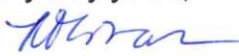
This is to recommend the appointment of **Dr. Luz G. Asio** as Co-Study Leader of Component 4 entitled: **"Design, production, and Distribution of ad materials and brochures"**, under the Extension Project entitled: Training, Technical Assistance and Distribution of Agronomic Crops Planting Materials in Support to RDEI Programs of VSU and Other Agencies in Eastern Visayas. This is without an honorarium effective on January 01, 2022 to December 31, 2022 unless revoked or terminated due to lack of budget.

As Co-Study Leader, she is expected to perform the following responsibilities with appropriate workload unit equivalent:


1. Manage the design, preparation, production and distribution of print ad materials and brochures.
2. Facilitate the number of brochures designed and distributed to the clients.
3. Updates the Department, College Research Coordinator, RDEI Extension Office on the progress of the project.
4. Present the progress and research outputs during the annual RDE In- house review,
5. Publish important findings in referred journals.

In case of any changes in the title, methodology, project site, 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,

  
**RUTH O. ESCASINAS**  
Head, DA

Conforme:

  
**LUZ G. ASIO**  
Asst. Prof. II

Certified Funds available:

  
**ALICIA M. FLORES**  
Head, Budget Office