



January 4, 2023

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

Thru: Dr. Maria Juliet C. Ceniza
VP for REI

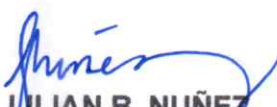
Dear Dr. Tulin:

This is to recommend the appointment of **Prof. Maria Aurora Teresita W. Tabada** as Project Leader of the research project entitled **"Gender and Development Studies in Support to VSU's Research and Extension Program "(GAD 001.02)** without honorarium effective January 3, 2023 to December 31, 2023 chargeable to **VSU GAA 2023**.

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

1. Plan project activities for the year;
2. Implement project activities as planned; and
3. Prepare activity reports of the project.

Very truly yours,


LILIAN B. NUÑEZ
Director

Conforme:

MARIA AURORA T.W.TABADA
Associate Professor

Certified funds available:

ALICIA M. FLORES
Head, Budget Office

Endorsed by:

MOISES NEIL V. SERIÑO
College Dean, CME

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



January 5, 2023

Maria Aurora Teresita W. Tabada

Project Leader, Gender and Development Studies in Support
to VSU's Research and Extension Program
Institute for Strategic Research and Development Studies
Visca, Baybay City, Leyte

Dear **Prof. Tabada**:

By the authority vested in me as University President, you are hereby appointed as Project Leader of the research project entitled **"Gender and Development Studies in Support to VSU's Research and Extension Program"** with project code: **GAD 001.02**, charged to the GAA 2023 subject to availability of funds effective, January 3, 2023 to December 31, 2023 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 project highlights or papers during the Extension 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