



January 3, 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 Dr. Romel B. Armecin designated as Project Leader without honorarium effective January 3, 2023 to December 31, 2023 unless sooner terminated due to lack of funds:

- **Project Leader** of the VSU-funded Research Project "**Improvement of Abaca Fiber Extraction and Processing Machines** with project code: RSNA 14-1416-03.

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

1. Implements the different activities of the program/project components;
2. Coordinate/link with other agencies in the implementation of the project;
3. Consolidate/Integrated report on the significant outputs/outcome of all components
4. Quarterly research programs reports to the OVPREI-RPO (Attachment 1)
5. Mid-year research progress reports every 1<sup>st</sup> week of July of every year (Attachment 2)
6. Annual research progress report every 1<sup>st</sup> week of January of the succeeding year (Attachment 3)
7. Present the research highlights or papers during the Research In-house Review and Evaluation (Attachment 4)
8. Present a paper in the regional/national R & D Symposia/for a (as scheduled by Consortium/National agency concerned with prescribed standard format).
9. Submit terminal report three (3) months after completion of research project (Attachment 5)
10. Publish articles of significant research findings in indexed/peer reviewed journals.

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, and Innovation.

Very truly yours,

**ROSA OPHELIA D. VELARDE**  
Director for Research