

OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION & INNOVATION

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January 1, 2022

DR. EDGARDO E. TULIN

President Visayas State University Visca, Baybay City, Leyte

Dear Dr. Tulin:

This is to recommend the appointment of **Dr. Marisel A. Leorna** as Co-Study Leader of the research project entitled "Development & Process Optimization of Dried and Baked Coconut Food Products (NCRC.2025.1)" without honorarium effective January 1, 2022 to December 31, 2022. This research is part of the VSU funded project entitled "Development, Optimization and Market Study of Coconut Food Products".

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

- Supervise the implementation of the research.
- 2. Ensures submission of quarterly research progress reports to the OVPREI.
- Presents project results during the VSU Annual RDE In House Review.
- 4. Publish one or more of the research's knowledge products generated from the research project.
- 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 College Dean or Center Director and the Vice President for Research, Extension and Innovation.

Sincerely yours,

ROSA OPHELIA D. VELARDE

Director for Research

Conforme:

Certified funds available:

MARISEL A. LEORNA Project/Study Leader

MYRNA S. PANCITO Head, Budget Office

Recommending Approval:

MARIA JULIET C. CENIZA

VP for Research, Extension & Innovation

cc: OVPREI-VP, OVPREI-RPO, Head, Accounting Office, RSPPRO NCRC-V file, MALeorna

