



January 1, 2021

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

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

Dear Dr. Tulin:

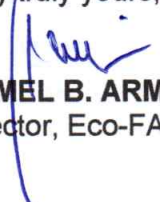
This is to recommend the appointment of **Dr. Pastor P. Garcia** as Project Leader of the VSU funded Research Project entitled **"Geoinformatics Study of the Leyte Sab-a Peatland Forest"** without honorarium effective January 1, 2021 to December 31, 2021 unless sooner terminated due to lack of funds.

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

1. Takes responsibility in the over-all management of the project.
2. Supervise functions and responsibilities for the effective execution of all the research activities;
3. Submit quarterly progress reports to OVPREI;
4. Present project results during the VSU Annual In-House Review;
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 Center Director and the Vice President for Research, Extension and Innovation.

Very truly yours,


ROMEL B. ARMECIN
Director, Eco-FARMI

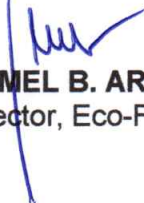
Conforme:


PASTOR P. GARCIA
Project Leader

Certified funds available:

ALICIA M. FLORES
OIC Head, Budget Office

Endorsed by:


ROMEL B. ARMECIN
Director, Eco-FARMI

Noted:

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 1, 2021

Dr. Pastor P. Garcia

Project Leader

Eco-FARMI

Visca, Baybay City, Leyte

Dear **Dr. Garcia**:

As favorably endorsed by the Vice President of Research, Extension and Innovation, you are hereby appointed as Project Leader of the Research Project entitled ***“Geoinformatics Study of the Leyte Sab-a Peatland Forest”***, without *honorarium*, charged to the VSU General Appropriation Act (GAA) subject to availability of funds effective January 1, 2021 to December 31, 2021 with equivalent workload units renewable every year until completion of the study.

As Project Leader, you are expected to perform the following responsibilities:

1. Take charge of the overall implementation of the study.
2. Ensures the submission of the quarterly extension progress reports of the study to the project leader (**Attachment 1**).
3. Submit to the project leader every 1st week of July of every year the midyear extension progress reports (**Attachment 2**).
4. Submit every 1st week of January of the succeeding year the annual extension progress reports of the study to the project leader (**Attachment 3**).
5. Submit the extension highlights or papers of the study for presentation in coordination with the project leader 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 to the project leader your terminal report three (3) months after completion of extension study (**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.

Very truly yours,

EDGARDO E. TULIN

President

CC: OVPREI – VP; OVPREI – RPO; Dhenber C. Lusanta – Eco-FARMI Director; RSPPRO; Budget Office; Finance Management Office (FMO), Accounting Office; Budget Office; File - OP