



May 22, 2024

Mrs. Mariedith I. Bagarinao
Department of Agronomy
Visayas State University
Visca, Baybay City, Leyte

Dear Mrs. Bagarinao:

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 (May 22, 2024 - December 31, 2024) 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. Facilitates the implementation of the component study.
2. Assists the study leader in designing, preparing, producing, and distributing the component study's print ad materials and brochures by focusing on corn, Adlai, sorghum, millet, and other minor agronomic crops.
3. Assists the study leader in the preparation of quarterly, semi-annual, and annual accomplishment reports relative to the prepared brochures.
4. Helps study leader in the preparation of progress reports or research outputs for the annual In-house RDE Review.

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.

PROSE IVY G. YEPES
President

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