



January 1, 2022

Dr. EDGARDO E. TULIN  
President  
Visayas State University  
Baybay City, Leyte

Dear Dr. Tulin:

This is to recommend the appointment of **MARIA ROBELYN A. INSIK** as **Project Leader** of the project entitled "**Physico-Chemical Characterization of Major River Systems in Leyte**" under the project code ECH 14-1420.15 (without honorarium) effective January 1- December 31, 2022 unless sooner terminated due to lack of funds.

As **Project Leader**, she is expected to perform the following responsibilities with appropriate workload unit equivalent.

1. Conduct the research based on the approved proposal in coordination with her co-researchers;
2. Submit quarterly progress reports;
3. Present progress report during the Annual RDE In-House review;
4. Publish one or more scientific papers generated from the research and
5. Submit terminal report upon completion of the research.

In case of any changes in the title, methodology, project site and/or budget, the approval should be first sought from the University President upon recommendation by the concerned College Dean and the Vice President for Research, Extension & Innovation.

Very truly yours,

**ELIZABETH S. QUEVEDO**  
Head, DoPAC

Conforme:

**MARIA ROBELYN A. INSIK**  
Project Leader

Endorsed By:

**MA. THERESA P. LORETO**  
Dean, CAS

Certified Funds Available:

**ALICIA M. FLORES**  
OIC Head, Budget Office

Recommending Approval:

**MARIA JULIET C. CENIZA**  
VP for Research, Extension & Innovation