



January 29, 2024

Dr. Analyn M. Mazo

Professor III / Head

Department of Biological Sciences (DBS)

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Mazo**:

By the authority vested in me as University President, you are hereby re-appointed as **Component Leader of Component 5 - "Strengthening CMFARMCs, BFARMCs & POs in Participatory Coastal Resource Assessments (PCRA) and Information, Education and Advocacy on Mangrove Resources in 5th District of Leyte (Baybay City, Inopacan, Hindang, Hilongos, Bato and Matalom)"**, under the extension project **"Integrated Coastal Resource Management in Southeastern Camotes Sea and Selected Municipalities of Leyte"** (Project Code NRCRM-015), charged to the General Funds, subject to availability of funds, effective January 1, 2024, until December 31, 2024, with equivalent workload units, renewable every year until completion of the project.

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

1. Take charge of the overall planning, strategy formulation, and supervision of the component;
2. Conduct PCRA Training;
3. Develop IECs on **mangrove resources** of southeastern Camotes Sea;
4. Submit to OVPREI, through the Project Leader, the following reports:
 - a. Consolidated/Integrated reports on the significant outputs/outcome of the component;
 - b. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**)
 - c. Midyear research progress reports every 1st week of July of every year (**Attachment 2**)
 - d. Annual research progress reports every 1st week of January of the succeeding year (**Attachment 3**)
5. Present the research highlights or papers 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 the Consortium/National agency concerned with the prescribed standard format**);
7. Submit terminal report three (3) months after completion of the extension project (**Attachment 5**);
8. Publish articles of significant research findings in indexed/peer-reviewed journals.

For any changes in the title, methodology, project site, and/or budget, 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.