



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
AGRONOMY

August 01, 2023

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

Thru: **Dr. Ma. Juliet C. Ceniza**
VP for REI, Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

This is to recommend the appointment of **Dr. Ulysses A. Cagasan** as Study Leader of Component 3 (**Production and distribution of NSIC-recommended legumes and root crop varieties**) under the Extension Project entitled: "Training, Technical Assistance, Distribution of Planting Materials, and Design, Production, and Distribution of Print Add Materials in Support to RDE Programs of VSU and Other Agencies in Eastern Visayas" project code: EXT69-Agronomy," charged to the (GAA Funded projects). This is without an honorarium effective on August 01, 2023 to December 31, 2023, unless revoked or terminated due to lack of budget.

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

1. Spearheads in the production and distribution of quality planting materials of NSIC-recommended legumes and root crops.
2. Facilitates the collection of data and other relevant information about the established production undertakings.
3. Assists the study leader in the preparation of quarterly, semi-annual, and annual accomplishment reports regarding legumes and root crop production and distribution undertakings.
4. Assists the study and project leaders in the preparation of reports for the annual In-House Extension Review presentation.

In case of any changes in the title, methodology, or project site, 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 and Extension.

Very truly yours,

Dr. Ulysses A. Cagasan
ULYSES A. CAGASAN
Head, DA

Conforme:

Dr. Ulysses A. Cagasan
ULYSES A. CAGASAN
Component Study Leader

Certified Funds available:

ALICIA M. FLORES
Head, Budget Office

DEPARTMENT OF AGRONOMY

DASS Building, Visayas State University,
PQWV+97H Visca Baybay City, Leyte
Email: agronomy@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1 013





VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



Management
System
ISO 9001:2015
www.tuv.com
ID 310656749

August 01, 2023

Dr. Ulysses A. Cagasan
Department of Agronomy
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Cagasan:

As favorably endorsed and recommended by the Vice President for Research, Extension and Innovation, you are hereby appointed as Study Leader of Component 3 (**Production and distribution of NSIC-recommended legumes and root crop varieties**), from Extension Project entitled "Training, Technical Assistance, Distribution of Planting Materials, and Design, Production, and Distribution of Print Add Materials in Support to RDE 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 (August 01, 2023-December 31, 2023) with equivalent workload units. Renewable every year until completion of the project.

As Component Study Leader, you are expected to submit to OVPREI through the Center/ Institute Director or College Dean the following reports:

1. Spearheads in the production and distribution of quality planting materials of NSIC-recommended legumes and root crops.
2. Facilitate the collection of data and other relevant information about the established production undertakings.
3. Assists the study leader in the preparation of quarterly, semi-annual, and annual accomplishment reports regarding legumes and root crop production and distribution undertakings.
4. Assists the study and project leaders in the preparation of reports for the annual In-House Extension Review presentation.

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.

EDGARDO E. TULIN
President

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

OFFICE OF THE PRESIDENT

Visayas State University, PQWV+9R Baybay City, Leyte
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



PAGE 1 OF 2
FM-OPP-05
V4 05-09-2023
No.