



February 2, 2022

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

**Thru: Dr. Maria Juliet C. Ceniza**  
Vice-President for Research, Extension and Innovation

Dear **Dr. Tulin**,

This is to recommend the renewal of appointment of **Dr. Analyn M. Mazo** as **Project Leader of Project 2 - "Conservation and Utilization of Marine Resources in Camotes and Cuatro Islands, Camotes Sea"** of the CHED Research Program entitled "*Marine Biodiversity Conservation in Camotes and Cuatro Islands, Camotes Sea, Central Philippines for Sustainable Marine Economy*" (project code: 20201050-10.13.43), charged to CHED-DARE-TO project subject to availability of funds, effective January 1, 2022 until December 31, 2022 with equivalent workload units renewable every year until completion of the project.

As Study Leader, Dr. Mazo is expected to perform the following responsibilities:

1. Take charge of the overall planning, strategy formulation and supervision of project 2;
2. Submit to OVPREI, through the Program Leader, the following reports:
  - a. Consolidated/Integrated reports on the significant outputs/outcome of all studies under project 2;
  - b. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**)
  - c. Midyear research progress reports every 1<sup>st</sup> week of July of every year (**Attachment 2**)
  - d. Annual research progress reports every 1<sup>st</sup> week of January of the succeeding year (**Attachment 3**)
3. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**);
4. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**);
5. Submit terminal report three (3) months after completion of research project (**Attachment 5**);
6. 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,

**HUMBERTO R. MONTES, JR.**  
Program Leader  
CHED-DARE-TO Research Program