



VISAYAS
STATE UNIVERSITY

ECOLOGICAL FARM RESOURCES AND MANAGEMENT INSTITUTE

February 6, 2024

Dr. Daniel Leslie S. Tan
OIC President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Dennis P. Peque**
VP for REI

Dear **Dr. Tan**:

This is to recommend the appointment of **Dr. Romel B. Armecin** as Project Leader of the VSU funded Research Project entitled "**Standardization, Reformulation and Utilization of Bio-fertilizers**" without honorarium effective January 1, 2024 to December 31, 2024 chargeable to **EFS 3. 1418-1** unless sooner terminated due to lack of funds.

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

1. Take the lead in the implementation of the research project.
2. Integrates the significant outputs/outcome of all components under the project.
3. Ensures the submission of quarterly research progress reports to the OVPREI-RPO (**Attachment 1**).
4. Submit every 1st week of July of every year the midyear research progress reports (**Attachment 2**).
5. Submit every 1st week of January of the succeeding year the annual research progress reports (**Attachment 3**).
6. Present the research highlights or papers during the Research In-House Review and Evaluation (**Attachment 4**).
7. Present a paper in the regional/ national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**).
8. Submit terminal report three (3) months after completion of research project (**Attachment 5**).
9. Publish articles of significant research findings in indexed/peer reviewed journals.

In case of 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 Center Director and the Vice President for Research, Extension and Innovation.

**ECOLOGICAL FARM RESOURCES AND
MANAGEMENT INSTITUTE**

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No. 24-

Very truly yours,


JEROME O. ARRIBADO
Director, Eco-FARMI

Conforme:

ROMEL B. ARMECIN
Project Leader

Certified funds available:

ALICIA M. FLORES
OIC Head, Budget Office

Noted:

IVY C. EMNACE
Director for Research

Recommending Approval:

DENNIS P. PEQUE
VP for Research, Extension and Innovation

CC: OVPREI-VP
[OVPREI-RPO/ Extension/ Innovation]
Head, Budget Office
Dean, College
Head, Department
Researcher
RSPPRO



February 6, 2024

Dr. Romel B. Armecin
Project Leader
NARC
Visca, Baybay City, Leyte

Dear **Mr. Armecin**:

By the authority vested in me as OIC University President, you are hereby appointed as Project Leader of the VSU funded Research Project entitled **“Standardization, Reformulation and Utilization of Bio-fertilizers”** effective January 1, 2024 to December 31, 2024 with equivalent workload units renewable every year until completion of the project.

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

1. Take the lead in the implementation of the research project.
2. Integrates the significant outputs/outcome of all components under the project.
3. Ensures the submission of quarterly research progress reports to the OVPREI-RPO (**Attachment 1**).
4. Submit every 1st week of July of every year the midyear research progress reports (**Attachment 2**).
5. Submit every 1st week of January of the succeeding year the annual research progress reports (**Attachment 3**).
6. Present the research highlights or papers during the Research In-House Review and Evaluation (**Attachment 4**).
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9. 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.

DANIEL LESLIE S. TAN
OIC President

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