



January 03, 2023

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

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

Dear Dr. Tulin:

This is to recommend the appointment of **Dr. Nello D. Gorne** as Co-Study Leader of Component 2 entitled: "**Training and Technical assistance on the production systems of cereal crops; (rice, corn, adlay, sorghum) and other agronomic crops**" under the Extension Project entitled: Training, Technical Assistance and Distribution of Agronomic Crops Planting Materials in Support to RDEI Programs of VSU and Other Agencies in Eastern Visayas. This is without an honorarium effective on January 03, 2023, to December 31, 2023, unless revoked or terminated due to lack of budget. As Co-Study Leader, he is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Spearheads in the analysis, documentation, etc. of the conducted training and technical assistance extended to the intended clients.
2. Act as resource person in the conduct of training and technical assistance on Adlai, forage, and applicable technologies relative to Sloping Agricultural Land Technology (SALT), Agroforestry, and Farming Systems.
3. Prepares quarterly, semi-annual, and annual accomplishment reports of the conducted training and technical assistance and submits them to the study leader for finalization before submission to the project leader for approval.
4. Collates information and knowledge gained on the conducted training and technical assistance in-line with his field of specialization

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

RUTH O. ESCASINAS
DA, Head

Conforme:

NELLO D. GORNE
Assoc. Prof. IV

Certified Funds available:

ALICIA M. FLORES
Head, Budget Office

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Component 3:

Mr. Wences Rey Dela Peña

Mr. Teodomero C. Ratilla



DEPARTMENT OF AGRONOMY

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Visca, Baybay City, Leyte PHILIPPINES 6521-A
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Website: www.vsu.edu.ph

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

Dear Dr. Tulin:

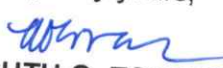
This is to recommend the appointment of **Mr. Teodomero C. Ratilla** as Co-Study Leader of Component 3 (**Production and distribution of NSIC-recommended legumes and root crop varieties**) under the Extension Project entitled: "Training, Technical Assistance, Distribution of Planting Materials, and Design, Production, and Distribution of Print Add Materials in Support to RDE Programs of VSU and Other Agencies in Eastern Visayas". This is without an honorarium effective on January 03, 2023, to December 31, 2023, unless revoked or terminated due to lack of budget.

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

1. Assists the study leader in the production and distribution of quality planting materials of NSIC-recommended legumes and root crops.
2. Collect 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,


RUTH O. ESCASINAS
Head, DA

Conforme:


TEODOMERO C. RATILLA
Co-Study Leader

Certified Funds available:

ALICIA M. FLORES
Head, Budget Office



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Component 4:

Ms. Loreme S. Cagande

Mrs. Marielith I. Baganinao

Dr. Luz G. Arto



DEPARTMENT OF AGRONOMY

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Mr. Dr. Maria Janet C. Sanza
VP for REI, Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:


This is to recommend the appointment of **Ms. Loreme S. Cagande** as Co-Study Leader of Component 4 entitled: **"Design, production, and Distribution of ad materials and brochures"**, under the Extension Project entitled: Training, Technical Assistance and Distribution of Agronomic Crops Planting Materials in Support to RDEI Programs of VSU and Other Agencies in Eastern Visayas. This is without an honorarium effective on January 03, 2023, to December 31, 2023, unless revoked or terminated due to lack of budget.

As a Co-Study Leader, she is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Assists the study and project leader in the overall implementation of the component study.
2. Assists study leader in designing, preparing, producing, and distributing the component study's print ad materials and brochures by focusing on root crops, legumes, and tuber crops.
3. Helps in the preparation of quarterly, semi-annual, and annual accomplishment reports and submits them to the study leader for consolidation as an output of the component study.
4. Assists in the preparation of outputs for the annual In-house RDE Review.

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,


RUTH O. ESCASINAS
Head, DA

Conforme:


LOREME S. CAGANDE
Instructor 1

Certified Funds available:

ALICIA M. FLORES
Head, Budget Office



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