



January 26, 2023

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

Thru: Dr. Maria Juliet C. Ceniza
VP for Research Extension and Innovation

Dear **Dr. Tulin**:

This is to recommend the appointment of **Dr. Ma. Theresa P. Loreto** as **Component Leader** of the Project entitled ***"Biological Activity and Chemistry of Essential Oils for Agriculture, Pharmaceuticals and Industry"*** without an honorarium effective January 1, 2023 to December 31, 2023 chargeable to **VSU-IP-2021-13** unless sooner terminated due to lack of funds.

As Component Leader, she is entitled to appropriate workload units as prescribed in the Research Manual and is expected to perform the following responsibilities:

1. Assist the project leader in the management of the project.
2. Assist in coordinating with collaborators and project staff in the overall implementation of the project.
3. Supervise the research staff in the procurement of chemicals, reagents and other materials needed in the project implementation.
4. Supervise and assist research assistant in the conduct of the research required in the project.
5. Assists the project leader in the preparation of reports per requirement by VSU and or the funding agency.

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,

ROSA OPHELIA D. VELARDE
Director for Research