



February 23, 2023

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 **Engr. Jimmy O. Pogosa** as Study Leader of the research entitled “**Ecology and population distribution assessment of *Aquilaria malaccensis* in Leyte and Biliran Islands**”, study 1 of the research project entitled “*Ecological Assessment and Conservation of *Aquilaria malaccensis* Through Sustainable Agarwood Production in Leyte and Biliran Islands, Philippines (ECoSAP)*” (**Project Code: VSU-IP-2021-9**), charged to the Internationalization Program, subject to availability of funds, effective January 1, 2023 until December 31, 2023, with equivalent workload units, renewable every year until the completion of the project.

As Study Leader, Engr. Pogosa is expected to perform the following responsibilities:

1. Exercise supervision and control in the implementation of the study, in coordination with the other study leaders;
2. Conduct geo-spatial mapping of *Aquilaria* spp. in the natural habitat and plantations in Leyte and Biliran Islands;
3. Develop and produce population distribution maps of *Aquilaria* spp. in the natural habitat in Leyte and Biliran Islands;
4. Conduct a monitoring and evaluation on the population status of *Aquilaria* spp. in the natural habitat using drone technology;
5. Submit to OVPREI, through the Project Leader, the following:
 - a. Report on the significant outputs/outcomes of the research;
 - b. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**);
 - c. Midyear research progress reports every 1st week of July of every year (**Attachment 2**);
 - d. Annual research progress reports every 1st week of January of the succeeding year (**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 the research project (**Attachment 5**);
9. Publish articles of significant research findings in indexed/peer-reviewed journals.

For any changes in the title, methodology, project site, and/or budget, 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.

Thank you for your continued support.

Very truly yours,

MARLITO M. BANDE
Project Leader, ECoSAP

Conformé:

JIMMY O. POGOSA
Instructor I, ITEEM

Endorsed by:

DENNIS P. PEQUE
Dean, College of Forestry and
Environmental Science (CFES)

Recommending Approval:

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

Certified Funds Available:

ALICIA M. FLORES
Head, Budget Office

Noted:

ROSA OPHELIA D. VELARDE
Director for Research

c.c.: OVPREI (VP)
OVPREI (RPO)
Head, Budget Office
Dean, CFES
Director, ITEEM
JOPogosa
RSPPRO

