



January 3, 2023

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

Thru: Dr. Maria Juliet C. Ceniza
VP for REI

Dear **Dr. Tulin**:

This is to recommend the appointment of **Mr. Dhenber C. Lusanta** as Research Coordinator of the Ecological Farm and Resource Management Institute (Eco-FARMI) without honorarium effective January 1, 2023 to December 31, 2023. The appointment carries a maximum workload unit of 3.0, subject to presentation of actual accomplishment.

As Research Coordinator, he is expected to perform the following responsibilities appropriate workload unit equivalent:

1. Assists the Center Director in the overall planning, coordination and management of the research programs and activities of the center;
2. Spearheads the monitoring and evaluation of the utilization of resources for research (budget, manpower, equipment, facilities, etc.)
3. As the research focal point person, updates the OVPREI quarterly on the progress of Eco-FARMI's research program.
4. Represents the Center Director in research related meetings/for an as instructed whenever he is not available;
5. Supervises work activities of the Research unit's support staff.

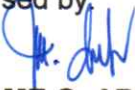
Very truly yours,


JEROME O. ARRIBADO
Director, Eco-FARMI

Conforme:


DHENBER C. LUSANTA
Research Coordinator

Endorsed by:


JEROME O. ARRIBADO
Director, Eco-FARMI

Noted:

ROSA OPHELIA D. VELARDE
Director for Research

Recommending Approval:

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

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



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Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 2 of 2
FM-VSU-03
v0 05-04-2020

No.



February 1, 2023

Mr. Dhenber C. Lusanta
Research Coordinator
Eco-FARMI
Visca, Baybay City, Leyte

Dear **Mr. Lusanta**:

By the authority vested in me as University President, you are hereby appointed as Research Coordinator of the Ecological Farm and Resource Management Institute (Eco-FARMI) without honorarium effective January 1, 2023 to December 31, 2023. The appointment carries a maximum workload unit of 3.0, subject to presentation of actual accomplishment.

As Research Coordinator, you are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Assists the Center Director in the overall planning, coordination and management of the research programs and activities of the center;
2. Spearheads the monitoring and evaluation of the utilization of resources for research (budget, manpower, equipment, facilities, etc.)
3. As the research focal point person, updates the OVPREI quarterly on the progress of Eco-FARMI's research program.
4. Represents the Center Director in research related meetings/for an as instructed whenever he is not available;
5. Supervises work activities of the Research unit's support staff.

EDGARDO E. TULIN
President

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