



January 5, 2022

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

Thru: **Dr. Antonio P. Abamo**  
Director for Extension

**Dear Dr. Tulin:**

This is to recommend the appointment of **Dr. Luz O. Moreno** the following designations without honorarium effective January 1 to December 31, 2022 unless sooner terminated due to lack of funds:

- **Component Leader**, Project 2, Component 1 "Technical Assistance on Nursery and Plantation Establishment and Management".
- **Co-Component Leader**, Project 2, Component 2 "Technical Assistance on the Establishment of Tissue Culture Laboratory".
- **Co-Component Leader**, Project 4, Component 2 "Distribution of Planting Materials".
- of the VSU-funded Extension Program "Integrated Abaca Extension Program" coded as TP.AB.007

As Project Component Leader and Co-Component, Dr. Luz O. Moreno is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Implements the different activities of the program/project components;
2. Coordinate/link with other agencies in the implementation of the project;
3. Consolidate/Integrated report on the significant outputs/outcome of all components
4. Quarterly research programs reports to the OVPREI-RPO (Attachment 1)
5. Mid-year research progress reports every 1<sup>st</sup> week of July of every year (Attachment 2)
6. Annual research progress report every 1<sup>st</sup> week of January of the succeeding year (Attachment 3)
7. Present the research highlights or papers during the Research In-house Review and Evaluation (Attachment 4)
8. Present a paper in the regional/national R & D Symposia/for a (as scheduled by Consortium/National agency concerned with prescribed standard format).
9. Submit terminal report three (3) months after completion of research project (Attachment 5)
10. Publish articles of significant research findings in indexed/peer reviewed journals.

