





DEPARTMENT OF AGRONOMY

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January 01, 2022

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

Thru: Dr. Maria Juliet C. Ceniza

VP for REI

Dear Dr. Tulin:

I wish to recommend the appointment of **Dr. Luz G. Asio** as Department Research Coordinator effective January 1, 2022 to December 31, 2022.

As Department research Coordinator, you are expected to perform the following responsibilities:

- 1. Assist the Department Head in the Overall Planning, coordination and management of the research programs and activities of the department;
- 2. Spearheads the monitoring and evaluation of the efficient utilization of resources for Research (budget, manpower, equipment, facilities, etc.);
- 3. As the research focal person of the department, updates quarterly the OVPREI on the progress the Department's Research program;
- 4. Represents the Department Head in research related meetings/for a as instructed whenever he is not available;
- 5. Supervises the work activities of the Research unit's support staff.

Thank you

ULYSSES A. CAGASAN Department Head, DA

Conforme:

LUZ. G. ASIO Asst. Prof. II

Recommending Approval:

ROSA OPHELIA D. VELARDE
Director for Research

MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

CC:

VP, Research, Extension and Innovation Dean, College Head, Department PRPEO



Vision:

A globally competitive university for science, technology, and environmental

Mission:

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

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