



January 01, 2022

Dr. Edgardo E. Tulin
President
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