



October 20, 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 **MS. ANGEL MARIE LLARENASS** as Science Research Assistant of the CSIRO-Funded R&D Project entitled: **"Agribusiness-Led Inclusive Value Chain Development for Smallholder Farming Systems in the Philippines (IVC Philippines)"** effective October 1, 2023 – December 31, 2023, with a basic salary of Twenty Four Thousand Pesos (**Php 24,000.00**) per month and communication allowance of One Thousand Five Hundred pesos (**Php 1,500.00**) per month and actual travel allowance charged to CSIRO-VSU/2022/377-IVC project funds.

As Science Research Assistant, **Ms. LIANERAS** is expected to perform the following responsibilities:

- a. Acts as process documenter and community development facilitator for the conduct of the case study on smallholder vegetable farming systems using MSC (most significant change) approach across project sites in Cebu City.
- b. Conduct regular community and farm household visits in the mountains of Sudion, Cebu City. As such, he is also responsible for all day-to-day field logistics involving organizing and preparing for fieldwork activities and coordinating and/or conducting meetings with community and/or value chain community partners.
- c. Maintains records of supplies and equipment of the project for proper recording and
- d. Organize and enter collected data into databases or spreadsheets. Assist in data monitoring, cleaning, verification, and organization for further analysis.
- e. Observe safety protocols and follow ethical guidelines during fieldwork. Adhere to relevant health and safety regulations of the study sites, maintain proper records, and ensure the self-well-being and other team members during field research activities.
- f. Work closely with the research team in effective communication, provide regular updates on fieldwork progress, and contribute to team discussions and problem-solving efforts.
- g. Maintain field notes, documenting observations, conditions, and significant findings during data collection. Write reports and research papers.
- h. Perform additional tasks such as literature reviews, data analysis, or administrative support.

In case of any changes in the title, methodology, project site, and/or budget, the approval should first be sought from the University President upon recommendation by the concerned College Dean or Center Director and the Vice President for Research and Extension.

Very truly yours,

**ANTONIO P. ABAMO**  
Project Leader

Conforme:

Certified funds available:

**ANGEL MARIE LIANERAS**  
Science Research Assistant

**PACIENCIA P. MILAN**  
Executive Director, VIFARD

Endorsed by:

Noted:

**MOISES NEIL V. SERIÑO**  
Dean, CME

**ROSA OPHELIA D. VELARDE**  
Director for Research, Extension, or Innovation

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*

**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 1 of 2*  
**FM-VSU-03**  
*V2 05-09-2023*

No.