



January 1, 2021

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 **Dr. Pastor P. Garcia** as Study Leader of the VSU funded Research Project entitled "**Development of Drum-type Rapid Composter**" without honorarium effective January 1, 2021 to December 31, 2021 unless sooner terminated due to lack of funds.

As Study Leader, he is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Takes responsibility in the over-all management of the project.
2. Supervise functions and responsibilities for the effective execution of all the research activities;
3. Submit quarterly progress reports to OVPREI;
4. Present project results during the VSU Annual In-House Review;
5. Submit terminal report three (3) months after project termination.

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 Center Director and the Vice President for Research, Extension and Innovation.

Very truly yours,

ROMEL B. ARMECIN
Director, Eco-FARMI

Conforme:

PASTOR P. GARCIA
Study Leader

Certified funds available:

ALICIA M. FLORES
OIC Head, Budget Office

