



May 22, 2024

**Dr. Prose Ivy G. Yepes**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **Dr. Santiago T. Peña Jr.**  
VP for REI, Visayas State University  
Visca, Baybay City, Leyte

**Dear Dr. Yepes:**


This is to recommend the appointment of **Teodomero C. Ratilla** as Co- Study Leader of Component 2 (**Production and distribution of NSIC-recommended legumes and root crop varieties**) under the Extension Project entitled: "Training, Technical Assistance, Distribution of Planting Materials, and Design, Production, and Distribution of Print Add Materials in Support to RDE Programs of VSU and Other Agencies in Eastern Visayas" project code: EXT69-Agronomy)," charged to the (GAA Funded projects). This is without an honorarium effective on May 22, 2024 to December 31, 2024 unless revoked or terminated due to lack of budget.

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

1. Assists the study leader in the production and distribution of quality planting materials of NSIC-recommended legumes and root crops.
2. Collect data and other relevant information about the established production undertakings.
3. Assists the study leader in the preparation of quarterly, semi-annual, and annual accomplishment reports regarding legumes and root crop production and distribution undertakings.
4. Assists the study and project leaders in the preparation of reports for the annual In-House Extension Review presentation.

In case of any changes in the title, methodology, or project site, 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,

  
**LUZ G. ASIO**  
Head, DA

Conforme:

**TEODOMERO C. RATILLA**  
Co-Study Leader

Recommending Approval:

**ANTONIO P. ABAMO**  
Director for Extension

Certified Funds available:

**ALICIA M. FLORES**  
Head, Budget Office

Approved:

**SANTIAGO T. PEÑA JR.**  
VP for Research, Extension, and Innovation

Cc. OVPREI-VP  
[OVPREI-RPO/Extension/innovation]  
Head, Budget Office  
Dean, College  
Head, Department  
Researcher  
RSPPRO

