



**VISAYAS**  
STATE UNIVERSITY

## ECOLOGICAL FARM RESOURCES AND MANAGEMENT INSTITUTE

### NEEDS AND EXPECTATIONS OF INTERESTED PARTIES

Year: 2024

Office/Unit: ECOLOGICAL FARM RESOURCES AND MANAGEMENT INSTITUTE

Interested Party	Needs	Expectations	Requirements (i.e. legal, statutory, mandatory, etc.)	Action Plan	Responsible office/persons
A. Internal					
Students	Research mentoring			OVPREI-23-APR-1 Provide seminar on research ideation through related prior art search	OVPAA, VUIHS, OVPREI,
Employees (Faculty, Staff, and Administrative and Support Staff)	Good and safe working environment in research through adequate facilities and resources			OVPREI-23-APR-2 Update research centers on call for proposals in upgrading research laboratories	OVPREI /OVPAF/Eco-FARMI
	Training and personnel development			OVPREI-23-APR-3 Recommend RDEI personnel for formal and non-formal trainings; attendance to conferences and fora	OVPREI/Eco-FARMI
	Adequate budget allocation for			EFARMI-23-AP-1 Collaborate with LGUs and target	OVPREI, OVPAF, Eco-FARMI

#### ECOLOGICAL FARM RESOURCES AND MANAGEMENT INSTITUTE

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	research and extension projects			beneficiaries for a shared-expenses	OVPAA
	Additional core staff			<b>EFARMI-23-AP-2</b> Request additional core staff to perform relevant tasks in the center	
<b>B. External</b>					
<b>Community</b>		Quick and relevant actions to the needs or request of target clients		<b>OVPREI-23-APR-5</b> Implement the revisited quality process manual (PM-REI-05) rev Feb 2022	OVPREI
		Relevant trainings and capacity-building activities conducted			OVPREI
<b>Government agencies, Non-government agencies and regulatory bodies/accrediting</b>		Timely submission of audited financial program/project reports		<b>OVPREI-23-APR-6</b> Request meeting with the Head of the Accounting Office on fast tracking of financial reports	OVPREI, OVPAF
		Proper and efficient utilization of funds as indicated in the terms of reference		<b>OVPREI-23-APR-7</b> Request Head of the Accounting Office and representative to attend during inception meeting	OVPAF, SPMMO
		Standards and requirements are followed		<b>OVPREI-23-APR-8</b> Compliance with the quality procedures	OVPREI/OVPAF

**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.

<b>Prepared by:</b>  <b>JEROME O. ARRIBADO</b> Director, Eco-FARM	<b>Reviewed by:</b>  <b>DILBERTO O. FERRAREN</b> Risk Manager	<b>Approved by:</b>  <b>DANIEL LESLIE S. TAN</b> OIC President
<b>Date:</b> January 9, 2024	<b>Date:</b>	<b>Date:</b>

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