



25 July 2017

MEMORANDUM NO. 303
Series of 2017

T O: Dr. Maria Theresa P. Loreto

R E: Designation as DA-Biotech Scholarship Staff

In line with the implementation of the DA-Biotech Scholarship Program of the university and in view of the study leave of Ms. Marciana B. Galambao, you are hereby designated Scholarship Staff vice Ms. Galambao, effective May 1, 2017 until December 31, 2017 or unless sooner revoked or terminated by higher authorities.

The following are the duties of the Scholarship Staff:

1. Assist the Scholarship Coordinator in implementing the DA-Biotech scholarship program.
2. Post announcement of scholarship, collate application documents from students, arrange for interview and coordinate with the screening of applicants.
3. Arrange with laboratories for immersion program.
4. Collect the grades from the Registrar for submission to DA-Biotech.
5. Assist the Coordinator in preparing the Progress Report.
6. Submit periodic status report of students to DA-Biotech.
7. Perform other duties assigned by the Coordinator.

For the above responsibilities, you are entitled to receive a monthly honorarium of One Thousand Pesos Only (P1,000.00).

Please be guided accordingly.


EDGARDO E. TULIN
President