



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



**MEMORANDUM NO. 709**  
Series of 2024

**TO: Dr. Renezita S. Come**

**RE: Designation as Research Development and Extension (RDE) Coordinator of the College of Forestry and Environmental Science**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: August 21, 2024**

By virtue of the authority vested in me by the VSU Board of Regents and as by recommended by the Department Dean, you are hereby designated as Research Development and Extension (RDE) Coordinator of the College of Forestry and Environmental Science effective immediately until December 31, 2024.

As Research Development Coordinator, you are hereby expected to:

1. Assists the College Dean in the overall planning, coordination and management of the research and extension programs and activities of the college;
2. Spearheads the monitoring and evaluation of the utilization of resources for research and extension (budget, manpower, equipment, facilities, etc.);
3. As the research and extension focal point person of the college for the university, updates quarterly the OVPREI on the progress of the College's Research and Extension program;
4. Represents the College in research and extension related meetings/fora whenever the Dean is not available;
5. Assist in the supervision of work activities of the Research and Extension units under the college.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

**OFFICE OF THE PRESIDENT**

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