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Office of the President

21 January 2008

MEMORANDUM NO. 10

Series of 2008

T O: Dr. Pedro T. Armenia
Dr. Lelita R. Gonzal
Mr. Silvestre B. Cagande
Dr. Monina M. Escalada
Prof. Alan B. Loreto

R E: Project Development Committee

With the sources and availability of funds for institutional and project development becoming too scarce and more competitive, there is a need for the creation of a Project Development Committee to efficiently develop and package proposals for funding. In this connection, with Dr. Pedro T. Armenia as Chairperson, please constitute yourselves into a Project Development Committee effective immediately until December 31, 2008 or unless sooner revoked or terminated by higher authorities.

The functions of the team are the following:

1. Assess the technical and socio-economic feasibility and/or practicability of undertaking university project proposals for funding.
2. Initiate, organize, and/or mobilize technical personnel for crafting and packaging VSU program/project proposals for funding.
3. Coordinate with the VIFARD Executive Director, Center Heads/Directors, academic units, and other appropriate academic and non-academic personnel for needed technical assistance and data requirements related to project proposal preparation; and
4. Develop and package project proposals for funding.

Committee members shall earn workload units for this assignment.

Please be guided accordingly.

JOSE L. BACUSMO
President

cc:	OVPAA	OVPRE	VIFARD	Deans
	OVPAF	OUS	FMO	Directors
	OVPPRG	HRMDO	Records	File