



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 542
Series of 2024

TO: Dr. Marlito Jose M. Bande

RE: Designation as Director, Zonal Center for Biodiversity Conservation and Habitat Restoration (Biodiversity Center)

FROM: DR. PROSE IVY. G YEPES
University President

DATE: June 19, 2024

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Director, Zonal Center for Biodiversity Conservation and Habitat Restoration (Biodiversity Center)**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Exercise the general supervision and coordination of all the programs, and activities of the various divisions and units under the Biodiversity Center;
2. Plans programs for RDEI activities which are geared towards the growth and development of the center and University;
3. Review periodically the Mission and Vision of the Center concerning the specific goals and objectives of the University;
4. Direct the implementation of RDEI programs of the center;
5. Coordinate, monitor, and appraise the performance of the various RDEI units of the center;
6. Plan, promote and carry out close working relations with appropriate government agencies, non-government organizations, people's organizations, international collaborators;
7. Represent the center for fund sourcing and establish linkages with private, government, and international funding agencies for possible research grants and programs/projects;
8. Recommend the recruitment and hiring of the needed personnel of the center and prescribe their duties and responsibilities;
9. Conduct quarterly inventory of resources, on-going and completed researches, and technologies generated for the development of the center, the University and service areas;
10. Direct and supervise technology generation, technology and knowledge transfer, and conservation and utilization of biodiversity;
11. Promote dynamic strong linkages with other institutions, GOs, LGUs, NGOs and potential international partners; and
12. Perform related functions as may be directed by the Office of the President.

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

OFFICE OF THE PRESIDENT

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FM-OOP-01
V05 06-06-2024
No. **24-542**

This designation will take effect on **June 20, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.