




MEMORANDUM NO. 374

Series of 2024

TO: **Dr. Ma. Theresa P. Loreto**

RE: **Designation as Director, EV-Biotech Center**

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: **May 14, 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, EV-Biotech Center**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Plan, coordinate, monitor, evaluate and conduct research and development/extension programs related to biotechnology with focus on health research of Eastern Visayas;
2. Forge linkages with local, national and international funding agencies for proposal funding;
3. Support and assist the academic programs of Biotechnology-related courses and conduct of researches of Biotechnology students;
4. Provide experts pool on related RD/E activities as the need arises;
5. Do other duties that may be assigned by the University President from time to time.

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

This designation will take effect on **May 16, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPA	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
	OVPAF	OVPSAS	Registrar	Accounting	Deans	File
	OVPPRGAS	Cash	ODF/Budget	COA	Directors	