



22 February 2021

MEMORANDUM NO. 204

Series of 2021

T O: Dr. Ma. Theresa P. Loreto

R E: Designation as DABIOTECH-C2001 Co-Project Leader


In line with the implementation of the project DABIOTECH-2001, you are hereby designated as Co-Project Leader effective January 1, 2021 until December 31, 2021 unless sooner revoked or terminated by higher authorities.

The following are the duties of the Co-Project Leader:

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

For the above responsibilities you are entitled to receive a monthly honorarium of Two Thousand Pesos Only (P2,000.00).

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: ODHRM/RSPPRO
Dept. of Biotechnology
Records
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