



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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MEMORANDUM NO. 1002

Series of 2024

TO: **Dr. Marlito Jose M. Bande**

RE: **Designation as Director, Biodiversity Research Center**

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

DATE: **December 27, 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, Biodiversity Research 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.

OFFICE OF THE PRESIDENT

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Page 1 of 2
FM-OOP-01
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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 **January 2 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.