



31 May 2023

**MEMORANDUM NO.** 648  
Series of 2023

**T O: Dr. Pauline S. Caintic**

**R E: Designation as Regional R & D Coordinator under ViCARP**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Regional R&D Coordinator under ViCARP effective June 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Regional R&D Coordinator, you are directed to:

1. Assist the consortium director in the formulation of short, medium and long term regional research and development plans;
2. Spearhead the development of regional research and development annual work plan;
3. Coordinate the regional prioritization of the training, research and development, and training needs and research priorities;
4. Coordinate the packaging of the regional R&D program proposals for priority commodities;
5. Review and recommend the R&D program;
6. Project budget to the Consortium Director;
7. Coordinate the monitoring and evaluation of the on-going and completed R&D programs through agency in-house reviews, regional symposia on R&D Highlights (RSDRH) Program/commodity reviews and field visits;
8. Coordinate with member agency the collection and submission of R&D data;
9. Review the R&D projects prior to endorsement to DOST-PCAARRD;
10. Report regularly to the consortium director and/or RRDCC the activities accomplishment related to R&D;
11. Submit quarterly reports to the consortium directors; and
12. Perform other related task assigned by consortium director

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

Please be guided accordingly.

**EDGARDO E. TULIN**  
President

cc: OVPA  
OVPAF  
OVPREI  
OVPSAS  
OVPPRGAS  
OUS  
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