



9 January 2024

MEMORANDUM NO. 42
Series of 2024

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, 2024 until December 31, 2024, 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.

DANIEL LESLIE S. TAN
OIC-President

cc: HRMo/RSPPRO
Dept. of Biotechnology
Records
File