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MEMORANDUM NO. 1022

Series of 2024

TO: **Dr. Max Teody T. Quimilat**

RE: **Designation as OIC Director, Center for Socio-Cultural Research & Heritage Studies**

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 **OIC Director, Center for Socio-Cultural Research & Heritage Studies**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Provide overall leadership and direction for the Center.
2. Develop, oversee, and promote research initiatives in socio-cultural studies.
3. Lead efforts in preserving and documenting the cultural heritage of VSU, including tangible and intangible cultural assets, through research, collaboration, and public engagement.
4. Foster partnerships with local communities, government agencies, and cultural organizations to promote socio-cultural research, awareness, and heritage conservation.
5. Oversee the publication of research findings, reports, and cultural materials to promote knowledge sharing and cultural awareness.
6. Identify and secure funding opportunities to support research and heritage preservation projects, including working with national and international partners.
7. Develop policies, guidelines, and frameworks for conducting socio-cultural research and heritage preservation in compliance with national and international standards.
8. Perform other tasks as assigned by the Vice President for Research, Extension, and Innovation or the University President.

Anent to this, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies. This designation will take effect **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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