




**MEMORANDUM NO. 338**

Series of 2024

TO: **Dr. Santiago T. Peña Jr.**

RE: **Designation as Vice President for Research, Extension and Innovation**

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

DATE: **May 3, 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 **Vice President for Research, Extension and Innovation**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Leads in planning, coordinating and monitoring Research, Extension and Innovation activities of the university;
2. Provides assistance to the University President in the coordination of the activities of the different research centers of the University including those that will be established in the External Campuses;
3. Supervises and coordinates the University's RD&E program planning including monitoring and evaluation and impact assessment;
4. Provides effective liaison between the research units of the University and the Administration as it relates to planning, implementation, review and evaluation of the RD&E thrusts, programs and activities at all levels and in all colleges/units in the main and external campuses;
5. Leads in the translation of research technologies and information into commercialized products and services;
6. Translates research results into policy recommendation;
7. Crafts policies towards increasing publication performance of the university;
8. Develops plans to position the university as a regional inclusive innovation center;
9. Assists the University President in the development, review and implementation of the university's Research, Innovations and Extension (RIES) policies, programs, regulations and strategic plan and execution continuum;
10. Supervises all matters relating to research, innovation and extension across the university, including research and extension program reviews;
11. Guides the establishment of overall directions for the university's research, innovation and extension programs in accordance with its vision, mission, goals and objectives;
12. Provides research, innovation and extension leadership for all campuses;

**OFFICE OF THE PRESIDENT**

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13. Secures internal and external funding in support of key research, innovations and extension initiatives, programs and services;
14. Oversees the development and implementation of the strategic plan and execution continuum for research, innovation and extension and assigns responsible offices/centers/campuses for its implementation;
15. Introduces development reforms and programs necessary for the improvement of research, innovation and extension, among others;
16. Participates in the planning of new facilities for ensuring quality research, innovation and extension;
17. Initiates the formulation and periodic review of the University's RIES agenda, thrusts and priorities aligned to the RIES agenda of line agencies;
18. Oversees the implementation, monitoring and accomplishment of university's approved targets and priorities on research, innovations and extension services;
19. Endorses and recommends budget for research, innovations and extension as well as project proposals to the University President;
20. Manages the entire operation of the RIES programs and responsible in the delivery and accomplishments of Major Final Outputs (MFO) for RIES;
21. Monitors and evaluates and measure the socio-economic impact of implemented extension services; and
22. Completes other duties as may be assigned by the University President.

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

This designation will take effect on **May 6, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPA OVPAF OVPPRGAS	OVPREI OVPSAS Cash	ODHRM/RSPPRO Registrar ODF/Budget	OUS Accounting COA	OHIA Deans Directors	Records File
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