



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Tel No. (053) 335 – 2601

## Office of the President

January 13, 2005

**MEMORANDUM NO.** 14

Series of 2005

**TO: Prof. Rosa Ophelia D. Velarde**

**RE: Designation as Assistant Project Director of the CHED  
Zonal Research Center for Region 8 (CHED-ZRC 8)**

By virtue of the authority vested in me by the Board of Regents, your designation as Assistant Project Director of the CHED Zonal Research Center for Region 8 is hereby renewed effective January 1, 2005 until December 31, 2005 or unless sooner revoked or terminated by higher authorities.

Your duties and responsibilities relative to this designation are as follows:

1. Assists the ZRC Director in the effective and efficient implementation of the CHED related programs;
2. Coordinates the conduct of technical evaluation of research proposals submitted to CHED-ZRC in LSU;
3. Spearheads in the monitoring of on-going CHED-funded researchers to ensure that the mechanisms, resources, timetable are observed as per approved MOA;
4. Spearheads in planning and when necessary the implementation of commissioned research as identified by CHED;
5. Assists in the gathering, soliciting and screening research outputs of HEIs;
6. Takes charge of the Center in the absence of the Project Director;
7. Performs other related tasks assigned by superiors.

As Assistant Project Director you are entitled to an honorarium of THREE THOUSAND FIVE HUNDRED PESOS ONLY (P3,500.00) per month chargeable to CHED-ZRC funds subject to availability of funds and pertinent accounting and auditing policies.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**

President

cc:	OVPRE	OUS	Cash Div.	Accounting
	OVPAA	ODA	COA	File
	OVPAF	ODF	Records	
	ODCIMD	HRMDO	OGS	