



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

*Office of the President*

January 09, 2007

**MEMORANDUM NO. 8**  
Series of 2007

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

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

By virtue of the authority vested in me by the LSU Board of Regents, your designation as **Assistant Project Director of the CHED Zonal Research Center (ZRC) for Region 8** is hereby renewed effective January 1, 2007 until December 31, 2007 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 – Visayas III;
3. Spearheads in the monitoring of on-going CHED-funded researches 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 of research outputs of HEIs;
6. Takes charge of the center operation in the absence of the Project Director;
7. Performs other 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:	ODREX	OUS	Cash Division	Accounting
	OVPA	ODA	COA	File
	OVPAF	ODF	Records	
	ODCI	HRMDO	OGS	