



7 December 2020

MEMORANDUM NO. 478
Series of 2020

T O: Dr. Marlito M. Bande

R E: Designation as Officer In-charge, VSU Biodiversity Center

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Officer-In-Charge of the VSU Biodiversity Center effective immediately until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As OIC, Director, you are directed to:

1. Conceptualize the Center's mandate and RDE thrusts.
2. Initiate the formulation of a strategic and operational plan of the Center in support to the vision, mission, and quality policy of the university.
3. Plan, source out funds, and implement the equipment, facilities, and manpower needs of the Center.
4. Identify and recommend other faculty members in the university based on their field of expertise, who would constitute the core members of the VSU Biodiversity Center.

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

Please be guided accordingly.


EDGARDO E. TULIN
President

cc:	OVPAF	Records	ODHRM/RSPPRO
	OVPAA	File	ODF/Budget
	OVPREI	OVPASAS	ODAS
	OVPPRGEA	OUS	COA
	Deans	Directors	
	Accounting	IASO	