



6 September 2023

**MEMORANDUM NO. 905**

Series of 2023

**T O: Mr. Reynaldo P. Peja Jr.**

**R E: Designation as Director, Research, Extension, Innovation and Commercialization,  
VSU Alangalang Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director, Research, Extension, Innovation and Commercialization, VSU Alangalang Campus effective immediately until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Coordinate research activities of the different colleges.
2. Review faculty and staff research proposals and recommend funding to the VP for REI.
3. Coordinate and regulate research/extension workloads of faculty/staff members.
4. Recommend research outputs for publication in the VSU's peer-reviewed scientific journal.
5. Evaluate and recommend approval of extension proposals.
6. Coordinate with the VP for REI regarding the campus's research, extension, innovation and commercialization activities.
7. Develop extension plans, programs, and new approaches that will benefit the community.
8. Manage the offering of short technical courses, training, and other capacity-enhancing activities in education, agriculture, environmental science, and other allied fields.
9. Maintain effective linkages with government, non-government organizations, and industries carrying extension.
10. Conduct periodic monitoring and evaluation of the projects.
11. Facilitate the conduct of impact assessment studies for various extension projects by a third party.
12. Promote products and technologies generated by researchers in the Campus.
13. Respond to training requests and facilitate the conduct of requested training.
14. Forge linkages with local, national, and international partners.

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: OVPAA  
OVPAF  
OVPREI  
OVPSAS  
OVPPRGAS  
OUS  
HRMO/RSPPRO  
FMO/Budget  
IASO  
Accounting  
Cash  
COA  
Registrar  
Deans  
Directors  
Records  
File