



22 December 2021

MEMORANDUM NO. 737

Series of 2021

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| Dr. Maria Juliet C. Ceniza | -Vice President, OVPREI |
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| Dr. Jehan P. Libre | -Dean, VSU Villaba |
| Dr. Luzviminda A. Tajos | -Dean, VSU Isabel |
- R E:** **Composition of the CY 2022-2024 VSU Research, Extension and Innovation Advisory Council (REIAC)**

In view of the expansion of the programs of the OVPREI, and by virtue of the authority vested in me as University President by the VSU Board of Regents, you are hereby designated to compose the VSU Research, Extension and Innovation Council (REIAC) effective CY 2022-2023. The Council is hereby created to serve as the overall University advisory policy making and recommending body for Research, Extension, and Innovation. Thus, it is expected to recommend policies and guidelines, strategies and programs, Institutional Budget appropriation and management review, physical and human resource development, and other relevant major proposals which require action by the University Advisory Council and Board of Regents.

With the OVPREI Vice President, Dr. Maria Juliet C. Ceniza, as Chair, the OVPREI Directors as Co-chair, and all RDEI Center Directors and College Deans as members, the Council is expected to perform the following duties and responsibilities:

- a. Serves as the planning and recommendatory body of the University's RDEI program;

- b. Determines, reviews, formulates, and recommend policies, rules and regulations, and directions for the University research and development, extension production, S & T Innovation, and entrepreneurial development;
- c. Reviews and recommends the University's Research/Extension/Innovation agenda, Strategies, and realignment of programs and activities;
- d. Reviews and recommends policies and procedures related to RDEI manpower and HR development;
- e. Reviews and recommends Annual REI resource / budget allotment, and utilization.
- f. Reviews and acts on other RDEI related proposals that may incur the University's involvement or partnership.

Except for emergency need, you are expected to hold at least one regular meeting every quarter. The time, date, and venue of the meeting shall be determined and agreed during your first meeting and must be indicated in the notice to be disseminated among its members at least a week, and a reminder at least a day before the date of the meeting. The Council meeting shall be presided by the OVPREI. In case of her absence, either of the three Assistant Chairs shall preside as designated by the VP, or whoever shall be available. A majority of the members of the Council shall constitute a quorum. You are expected to furnish the President's Office with a copy of the minutes a week after every Council meeting.

The respective REI Directors of the component campuses, and all REI College Coordinators of the Main Campus Colleges are also hereby designated as permanent representatives of their respective College Deans in lieu of their absence from any OVPREI or REAC related meeting/activity. The Council shall be assisted by the OVPREI Administrative Officer who shall act as the Council Secretary and takes charge of providing a copy of the minutes to all members and the Office of the President, and maintains records of the minutes of every meeting and other related Council activities.

For compliance.


EDGARDO E. TULIN
 President

cc: OVPAA
 OVPAF
 OVPPRGAS
 QAC – AACCUP
 QAC-ISO
 ODHRM
 RSPPRO
 FMO
 Budget Office
 Accounting Office
 Records Division