



8 March 2022

MEMORANDUM NO. 433

Series of 2022

T O: Dr. June Rey A. Montajes

R E: Designation as Director for Research, Extension, Innovation and Commercialization, VSU Tolosa Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director for Research, Extension, Innovation and Commercialization, VSU Tolosa Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.


As Director, you are directed to:

1. Coordinates research activities of the different colleges.
2. Reviews faculty and staff research proposals and recommend funding to the VP for REI.
3. Coordinates and regulates research/extension workloads of faculty/staff members.
4. Recommends research outputs for the publication in the VSU's peers reviewed scientific journal.
5. Evaluates and recommend approval of extension proposals.
6. Coordinates with the VP for REI regarding the research, extension, innovation and commercialization activities of the campus.
7. Develops extension plans, programs and new approaches that will benefit the community.
8. Manages the offering of short technical courses, training and other capacity enhancing activities in fisheries, education, criminal justice education and other allied fields.
9. Maintains effective linkages with government, non-government organizations and industries carrying extension.
10. Conducts periodic monitoring and evaluation of the projects.
11. Facilitates the conduct of impact assessment studies to various extension projects by third party;
12. Promotes products and technologies generated by researchers in the university.
13. Responds to training requests and facilitates the conduct of the 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.

This supersedes previous issuances on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: VSU-Tolosa
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COA
Registrar
Records
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