Office of the President

January 13, 2005

MEMORANDUM NO. 13
Series of 2005

TO : **Dr. Angela S. Almendras-Ferraren**

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

By virtue of the authority vested in me by the LSU Board of Regents, your designation as **Project Director of the CHED Zonal Research Center (ZRC) for Region 8** is hereby renewed effective January 1, 2005 until December 31, 2005 or unless sooner revoked or terminated by higher authorities.

Your duties and responsibilities relative to this designation are as follows:

1. Take charge of the overall planning, policy and strategy formulation and supervision of the Center;
2. Spearhead the conduct of technical evaluation of research proposals and recommend to CHED research proposals for funding;
3. Spearhead the conduct of training programs for capability building of research manpower of the Higher Education Institutions (HEIs) in Region 8;
4. Spearhead the gathering, soliciting and screening research outputs for HEIs for possible publication in the National/Regional CHED's Philippine Journal of Higher Education;
5. Coordinate with the University President all activities relative to the operations of the Zonal Research Center;
6. Recommend to the University President the technical team for project/research proposal review;
7. Administer the funds provided for the operationalization of the ZRC in accordance with existing government rules and regulations.

As Project Director, you are responsible to CHED for the effective performance and accomplishments of the Center.

You are entitled to an honorarium of FIVE THOUSAND PESOS ONLY (P5,000.00) 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: OVPRE
       OVPAA
       OVPAF
       ODCIMD
       OGS
       OUS
       ODA
       ODF
       HRMDO
       Accounting
       Cash Division
       COA
       Records
       File