



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

8 January 2003

MEMORANDUM NO. 9  
Series of 2003

T O: Prof. Rosa Ophelia D. Velarde *By: 1/14/03*  
R E: Designation as Assistant 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, you are hereby designated **Assistant Project Director of the CHED Zonal Research Center for Region 8** effective January 1 to March 31, 2003 or unless sooner revoked or terminated by higher authorities.

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

1. Assists the ZRC Director in the effective and efficient implementation of the CHED related programs;
2. Coordinates the conduct of technical evaluation of research proposals submitted to CHED-ZRC in LSU;
3. Spearheads in the monitoring of on-going CHED-funded researchers to ensure that the mechanisms, resources, timetable are observed as per approved MOA;
4. Spearheads in planning and when necessary the implementation of commissioned research as identified by CHED;
5. Assists in the gathering, soliciting and screening research outputs of HEIs;
6. Takes charge of the Center in the absence of the Project Director;
7. Performs other related tasks assigned by superiors.

As Assistant Project Director you are entitled to an honorarium of One Thousand Five Hundred Pesos Only (P1,500.00) 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*  
**PACIENCIA P. MILAN**  
President

cc: OVPRE *8-1/14* OUS *8-1/14/03* Cash Div. *8-1/14/03*  
OVPA *8-1/14* ODA *8-1/14/03* COA *8-1/14/03*  
OVPAF *8-1/14* ODF *8-1/14/03* Records *8-1/14/03*  
ODCIMD *8-1/14* HRMDO *8-1/14/03* File  
OGS *8-1/14* Accounting *8-1/14*

OP# 129  
1-7-03

# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte, Philippines

## Office of the President



02 January 2003

OP  
DRAFT

**Ms. Rosa Ophelia D. Velarde**

ODRD, Leyte State University  
Visca, Baybay, Leyte

**Dear Ms. Velarde:**

You are hereby appointed as Assistant Project Director of the CHED Zonal Research Center for Region 8 effective January 2 to March 31, 2003 unless sooner terminated due to unavailability of funds.

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

1. Assists the ZRC Director in the effective and efficient implementation of the CHED related programs.
2. Coordinates the conduct of technical evaluation of research proposals submitted to CHED-ZRC in ViSCA;
3. Spearheads in the monitoring of on-going CHED-funded researchers to ensure that the mechanisms, resources, timetable are observed as per approved MOA;
4. Spearheads in planning and when necessary the implementation of commissioned research as identified by CHED;
5. Assists in the gathering, soliciting and screening research outputs of HEIs;
6. Takes charge of the Center in the absence of the Project Director;
7. Performs other related tasks assigned by superiors.

As Assistant Project Director, you are entitled to an honorarium of One Thousand Five Hundred Pesos Only (P1,500.00) per month chargeable to CHED-ZRC funds.

Very truly yours,

  
**PACIENCIA P. MILAN**  
President

cc: OVPAA  
OVPA  
ODI  
OCS  
FMO/Budget  
Accounting  
Personnel  
Cash Division  
COA  
Records  
File