



September 27, 2021

MEMORANDUM CIRCULAR NO. 06
Series of 2021

**T O: Center Directors, College Deans, Department Heads, Researchers and
Extension Workers concerned**

R E: Submission of Quarterly and Semi-Annual Report

In adherence to the ISO approved monitoring and evaluation process of VSU's Research, Development and Extension Projects (PM-RDE-04), you are hereby reminded of your RDE responsibilities regarding submission of RDE quarterly reports for research (FM-VSU-03 v0 05-04-2020) and, for extension (FM-RDE-10 v1 06-08-2020), and Research Semi-Annual Report (FM-RDE-11 v1 06-08-2020).

All research and extension leaders are reminded to prepare and submit their respective RDE progress report as indicated.

All Unit Heads are expected to submit their respective consolidated RDE Center/College reports on or before September 30, 2021. Through the OVPREI Research Office and Extension Office, respectively.

For compliance.


MARIA JULIET C. CENIZA
VP for Research, Extension, and Innovation

cc: Dr. Edgardo E. Tulin, Office of the President
Prof. Rosa Ophelia D. Velarde, Research Office
Dr. Antonio P. Abamo, Extension Office
Prof. Alan B. Loreto, Innovation Office
Dr. Editha C. Cagasan, QAC
Dr. Dilberto O. Ferraren, OVPRGEA
Ms. Louela C. Ampac, FMO