




**MEMORANDUM NO. 364**

Series of 2024

TO: **Dr. Antonio P. Abamo**

RE: **Designation as Director for Extension**

FROM:  **DR. PROSE IVY. G YEPES**  
University President

DATE: **May 14, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Director for Extension**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Assist the Vice President for Research, Extension and Innovation in the management and supervision of research centers and academic departments regarding their extension functions;
2. Develop extension plans, programs and new approaches that will enhance efficiency, productivity, profitability and well-being of farmers in the Visayas;
3. Coordinate the extension activities and projects implemented by research centers and academic departments and provide support services to the University;
4. Manage the offering of short technical courses, trainings and other capacity enhancing activities in agriculture, environmental conservation and other allied fields;
5. Maintain effective linkages with government, non-government organizations and industries carrying extension activities;
6. Evaluate and recommend approval of extension proposals submitted by various research centers and academic units;
7. Conduct periodic appraisal, monitoring and evaluation of extension projects;
8. Facilitate the conduct of impact assessment studies to various extension projects by third party;
9. Promote products and technologies generated by researchers in the university;
10. Respond to training requests and facilitates the conduct of requested trainings;
11. Integrate university extension programs with research and instruction;
12. Forge linkages with local, national and international partners.

As Director, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.


This designation will take effect on **May 16, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

**OFFICE OF THE PRESIDENT**

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**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.