



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**

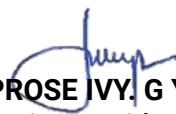


**MEMORANDUM NO. 1036**

Series of 2024

TO: **Engr. Mario Lilio P. Valenzona**

RE: **Designation as Director, Project Development**

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

DATE: **December 26, 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, Project Development**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Lead the formulation of project proposals aligned with the university's strategic goals and priorities.
2. Identify potential funding sources and prepare grant proposals for funding applications to secure resources for university development projects.
3. Conduct feasibility studies and risk assessments for proposed projects to ensure viability, sustainability, and alignment with the university goals.
4. Oversee the implementation of approved projects, ensuring adherence to timelines, budgets, and objectives, while regularly evaluating outcomes and impacts.
5. Collaborate with internal and external stakeholders, including government agencies, funding organizations, and community partners.
6. Organize training sessions and workshops for project staff and stakeholders to build capacity in project planning, implementation, and management.
7. Prepare and submit detailed project reports, including progress updates, financial statements, and impact assessments.
8. Contribute to the development of policies and guidelines for project development and management within the university.
9. Promote research-driven approaches to project development, integrating innovative solutions to address institutional and community challenges.
10. Perform other tasks as assigned by the Vice President for Planning and Development or the University President.

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

This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

**OFFICE OF THE PRESIDENT**


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Please be guided accordingly.

cc:	OVPAA	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
	OVPAF	OVPSAS	Registrar	Accounting	Deans	File
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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.