



31 March 2020

MEMORANDUM NO. 67  
Series of 2020

**T O: Dr. Edgardo E. Tulin**  
**Dr. Maria Theresa P. Loreto**

**R E: DA-Biotech Scholarship Program**

In line with the implementation of the DA-Biotech Scholarship Program of the university, you are hereby designated as Scholarship Staff with the undersigned as Scholarship Coordinator, effective July 1, 2019 until April 15, 2020 or unless sooner revoked or terminated by higher authorities.

The following are the duties of Scholarship Coordinator and Scholarship Staff:

Name/Designation	Duties
Dr. Edgardo E. Tulin – Scholarship Coordinator	<ol style="list-style-type: none"><li>1. Manage the implementation of the DA-Biotech Scholarship Program of VSU.</li><li>2. Supervise the recruitment as well as screening of BS Biotech and BS Agriculture (Plant Breeding) student applicants to the scholarship.</li><li>3. Contact Biotech Laboratories outside VSU for student's immersion.</li><li>4. Monitor performance of scholars.</li><li>5. Prepare and present progress report during the Annual Review.</li></ol>
Dr. Maria Theresa P. Loreto – Scholarship Staff	<ol style="list-style-type: none"><li>1. Assist scholarship coordinator in implementing the said scholarship program.</li><li>2. Post announcement of scholarship, collate application documents from students, arrange for interview and coordinate with the screening of applicants.</li><li>3. Arrange with laboratories for immersion program.</li><li>4. Collect the grades from the registrar for submission to DA-Biotech</li><li>5. Assist coordinator in preparing the Progress Report.</li><li>6. Submit periodic status report of students to DA-Biotech.</li><li>7. Perform other duties.</li></ol>

*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.*



**VISAYAS**  
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For the above responsibilities you are entitled to receive a monthly honorarium of Two Thousand Pesos (₱2,000.00) and One Thousand Pesos (₱1,000.00), respectively.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

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