



Visayas State University

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Office of the President

19 February 2016

MEMORANDUM NO. 70

Series of 2016

T O: Dr. Edgardo E. Tulin
Ms. Marciana B. Galambao

R E: DA-Biotech Scholarship Program

In line with the implementation of the DA-Biotech Scholarship Program of the university and as per communication from the Chair of the DA-Biotech Program and Steering Committee, you are hereby designated as Scholarship Staff with the undersigned as Scholarship Coordinator, effective January 1, 2016 until December 31, 2016 or unless sooner revoked or terminated by higher authorities.

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

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

	<p>for submission to DA-Biotech</p> <ol style="list-style-type: none">5. Assist coordinator in preparing the Progress Report.6. Submit periodic status report of students to DA-Biotech.7. Perform other duties.
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For the above responsibilities, you are entitled to receive a monthly honorarium of Two Thousand Pesos (P2,000.00) and One Thousand Pesos as (P1,000.00), respectively as per attached letter from DA-Biotech.

Please be guided accordingly.


EDGARDO E. TULIN
President



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Office of the Undersecretary
3/F Policy, Planning, Program Dev't, R&D and Regulations
DA OSEC Bldg., Elliptical Road, Quezon City



21 September 2015

DR. JOSE L. BACUSMO

President
Visayas State University
Baybay City, Leyte

DEAR PRESIDENT BACUSMO:

The Department expresses our sincerest thanks for our partnership with the Visayas State University and your administration's commitment to provide underprivileged youth with the opportunity to pursue their interest in agri-biotechnology through the DA Biotech Scholarship Program. This scholarship program is an important tool in our long-term goal of building a strong R&D base in developing local biotechnologies that can help our country face the challenges of food security and inclusive growth.

Allow us to commend further the satisfactory implementation of the scholarship program in your institution as affirmed by the technical reviewers during the recently concluded Annual Project Assessment of the DA Biotech Program in June 2015. We appreciate the work and dedication of Dr. Edgardo Tulin and Ms. Marciana Galambao in this project so far.

During the said assessment, it was further noted that there is a need to have an officially appointed focal person and/or office to handle the technical aspect and other needs of the scholars.

In line with this, may we respectfully ask your good office to consider officially designating the current coordinators for the purpose? Portion of the budget for Administrative Cost of the scholarship may be used to provide incentives with the suggested rate below:

POSITION	INCENTIVE RATE
1. Scholarship Coordinator	PhP2,000.00/month/sem
2. Scholarship Staff	PhP1,000.00/month/sem

We especially applaud Dr. Edgardo E. Tulin and Ms. Marciana Galambao for their work and dedication in this project so far.

Once again, we express our gratitude. We hope for our sustained partnership with VSU on biotech education.

Yours truly,

SEGFREDO R. SERRANO

Undersecretary for Policy, Planning, Program Dev't, R & D and Regulations
Chair, DA Biotech Program Steering Committee

