



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

## Office of the President

16 January 2004

**MEMORANDUM NO. 16**  
Series of 2004

**T O: Prof. Rosa Ophelia D. Velarde**  
**R E: Designation as Assistant Project Director of the CHED  
Zonal Research Center for Region 8 (CHED-ZRC 8)**

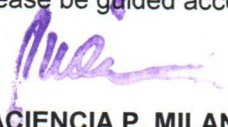
By virtue of the authority vested in me by the LSU Board of Regents, your designation as **Assistant Project Director of the CHED Zonal Research Center for Region 8** is hereby renewed effective January 1, 2004 until December 31, 2004 or unless sooner revoked or terminated by higher authorities.

Your duties and responsibilities relative to this designation are as follows:

1. Assists the ZRC Director in the effective and efficient implementation of the CHED related programs;
2. Coordinates the conduct of technical evaluation of research proposals submitted to CHED-ZRC in LSU;
3. Spearheads in the monitoring of on-going CHED-funded researchers to ensure that the mechanisms, resources, timetable are observed as per approved MOA;
4. Spearheads in planning and when necessary the implementation of commissioned research as identified by CHED;
5. Assists in the gathering, soliciting and screening research outputs of HEIs;
6. Takes charge of the Center in the absence of the Project Director;
7. Performs other related tasks assigned by superiors.

As Assistant Project Director you are entitled to an honorarium of **TWO THOUSAND PESOS ONLY (P2,000.00)** per month chargeable to CHED-ZRC funds subject to availability of funds and pertinent accounting and auditing policies.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

cc:	OVPRE	OUS	Cash Div.
	OVPA	ODA	COA
	OVPAF	ODF	Records
	ODCIMD	HRMDO	File
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