



Visayas State University

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Office of the President

11 January 2012

MEMORANDUM NO. 54

Series of 2012

T O: Prof. Rosa Ophelia D. Velarde

R E: Designation as Director for Research and Development

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Director for Research and Development effective January 16, 2012 until December 31, 2012 or unless sooner revoked or terminated by higher authorities.

As Director for Research and Development you are tasked to do the following:

1. Assist the Vice President for R/E in the formulation of long-term and medium-term R & D plans of the University;
2. Spearhead the development of annual work and financial plan of VSU's R & D activities;
3. Coordinates the annual review, monitoring and evaluation of the ongoing and completed R & D programs/projects and activities of the university;
4. Assist the Vice President in the coordination and management of major/special R & D programs;
5. Take charge of VSU's R & D conferences and other related fora;
6. Assist the Vice President in strengthening R & D linkages;
7. Oversee the documentation and production of publishable R & D knowledge products;
8. Represent the Vice President in R & D related meetings/fora as delegated or as the need arises;
9. Act as Member-Secretary of the University's Research and Extension Advisory Council (REAC)
10. Update the Vice President for R/E on the R & D status and submit quarterly reports.

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

Please be guided accordingly.



JOSE L. BACUSMO
President

cc: OVPI
OVPAF
OVPPRG
OVPRE
OUS
Deans
Directors
ODF/Budget
ODAHRD
IASO
PRPEO
Accounting
COA
Cash
Records
File



Visayas State University
Visca, Baybay City, Leyte

Office of the Vice President for Research and Extension

January 9, 2012

Dr. Jose L. Bacusmo
President
Visayas State University
Visca, Baybay City
Leyte

Dear Dr. Bacusmo:

In my capacity as Vice President for Research and Extension, I would like to recommend Prof. Rosa Ophelia D. Velarde as Director for Research and Development to assist me in the overall management and coordination of the University's Research and Development (R&D) Program. The university has already expanded its R & D program with more active involvement in internal and external collaborative program/project partnerships and networks to address the fast changing and call for highly competitive global, national and regional S & T products and services. This time, Director's assistance in overseeing and coordinating VSU's R & D program and activities will provide me more space me attend to the major R & D concerns of the university.

Prof. Velarde, whose highest educational qualification and trainings were on Rural Development, and Institutional Research and Resources Management, has already been assisting the office since 1979 in the coordination and management of the university's R & D program. I am confident that with her long experience and gained knowledge and skills in this job she can better provide the assistance in helping me set new direction and strengthen VSU's R & D program. Attached are the proposed duties and responsibilities that Prof. Velarde has to undertake as Director.

I hope this recommendation merit your favorable approval.

Thank you for your usual support to OVPRE and my leadership.

Very truly yours,


OTHELLO B. CAPUNO
Vice President

Proposed Terms of Reference for R & D Office Director

1. Assist the Vice President in the formulation of long-term and medium-term R & D plans of the university;
2. Spearheads the development of annual work and financial plan of VSU's R & D activities;
3. Coordinates the annual review, monitoring and evaluation of the University's ongoing and completed R & D programs/projects and activities
4. Assists the Vice president in the coordination and management of major/ special R & D programs;
5. Takes charge of VSU's R & D conferences and other related fora;
6. Assists the Vice President in strengthening R & D linkages;
7. Oversee the documentation and production of publishable R & D knowledge products;
8. Represents the Vice President in R & D related meetings/fora as delegated or as the need arises.
9. Acts as Member-Secretary of the University's Research and Extension Advisory Council (REAC)
10. Updates the Vice President on the R & D status and submits quarterly reports.