



VISAYAS STATE UNIVERSITY

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Office of the President

27 December 2007

MEMORANDUM NO. 301

Series of 2007

T O: Dr. Angela S. Almendras-Ferraren

R E: Designation as Project Director of the CHED Zonal Research Center for Region 8 (CHED ZRC-Visayas III)

By virtue of the authority vested in me by the VSU Board of Regents, your designation as Project Director of the CHED Zonal Research Center (ZRC) for Region 8 is hereby renewed effective January 1, 2008 until December 31, 2008 or unless sooner revoked or terminated by higher authorities.

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

1. Take charge of the overall planning, policy and strategy formulation and supervision of the Center;
2. Spearhead the conduct of technical evaluation of research proposals and recommend to CHED for funding;
3. Spearhead the conduct of training programs for capability building of research manpower of the Higher Education Institutions (HEIs) in Region 8;
4. Spearhead the gathering, soliciting and screening research outputs for HEIs for possible publication in the National/Regional CHED's Philippine Journal of Higher Education;
5. Coordinate with the University President all activities relative to the operations of the Zonal Research Center;
6. Recommend to the University President the technical team for project/research proposal review;
7. Administer the funds provided for the operationalization of the ZRC in accordance with existing government rules and regulations.

As Project Director, you are responsible to CHED for the effective performance and accomplishments of the Center.

You are entitled to an honorarium of FIVE THOUSAND PESOS ONLY (P5,000.00) per month chargeable to CHED ZRC funds subject to availability of funds and pertinent accounting and auditing policies.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPAA
OVPAF
OVPRE
OVPPRG
OUS
Deans
Directors
HRMDO
Accounting
COA
Cash
Records
File