



30 July 2020

**MEMORANDUM NO. 395**

Series of 2020

**T O: Prof. Rosa Ophelia D. Velarde**

**R E: Designation as OIC, Office of the Grants Development**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Officer-in-Charge, Office of the Grants Development effective August 3, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

You are tasked to do the following:

1. Write proposals for development grants of the university in pursuit of its strategic and internationalization plans.
2. Assist the component colleges in planning and preparing grants/proposals for funding.
3. Guide and facilitate faculty and staff in the development and preparation of research proposals, contracts, sub-contracts, and agreements, to include budgets, documentation, and interpretation of funding requirements.
4. Serve as a central negotiator and liaison between the University, funding agencies, and contract entities; research, draft, and approve formal responses to requests for proposals, quotation, contracts, and agreements.
5. Assist in the formulation of processes and procedures for negotiation of contract and grant pre-awards and post-awards to meet university requirements.
6. Participate and/or assist in special projects, and perform associated administrative duties as maybe assigned by the University President.

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

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: OVPAA  
OVPAF  
OVPPRGAS  
OVPREI  
OVPSAS  
OUS  
Deans  
Directors  
Cash  
Registrar  
ODF/Budget  
ODAHRD/PRPEO  
IASO  
Accounting  
COA  
Records  
File