



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

29 October 2003

MEMORANDUM NO. 236

Series of 2003

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 July 1 to December 31, 2003 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.

This supersedes Memorandum No. 68, Series of 2003.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc:	OVPRE	OUS	Cash Div.
	OVPAA	ODA	COA
	OVPAF	ODF	Records
	ODCIMD	HRMDO	File
	OGS	Accounting	