



4 May 2020

MEMORANDUM NO. 75
Series of 2020

T O: Dr. Ma. Theresa P. Loreto


R E: Designation as Officer-in-Charge, Innovation and Advanced Research Center

In addition to your duties as Head of the Department of Biotechnology, you are hereby designated as Officer-in-Charge of the Innovation and Advanced Research Center starting May 6, 2020 with the following duties and responsibilities:

1. Spearheads in the recruitment, selection and placement of three (3) Instructor I positions and Job Order administrative staff for the Center.
2. Oversees the day to day operation and manages the annual budget of the Center.
3. Assists the University President in the organization, planning, and preparation of proposals for funding agencies for the Center.
4. Develops and implement research proposals on material science, nanotechnology, biotechnology, natural products, artificial intelligence, robotics and big data science.
5. Spearheads in the sourcing of funds for competitive innovations that address the needs of the region and the country and will produce technology of global application and importance.
6. Provides direct and indirect support and guidance to instructors/researchers, technical and administrative staff using the facility.
7. Manages the establishment of technical and operational aspects of the facility, to include protocol support, instrumentation and equipment, systems infrastructure and other fixtures.

As OIC, 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:	OVPRE	ODF/Budget
	OVPI	ODAHRD/PRPEO
	OVPAF	Registrar
	OVPPRGEA	Information
	OUS	IASO
	Deans	Cash
	Directors	Records
	Accounting	File
	COA	