



# VISAYAS STATE UNIVERSITY

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*Office of the President*

27 December 2007

**MEMORANDUM NO. 302**

Series of 2007

**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-Visayas III)**

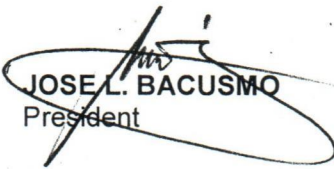
By virtue of the authority vested in me by the VSU Board of Regents, your designation as Assistant Project Director of the CHED Zonal Research Center (ZRC) for Region 8 is hereby renewed effective January 1, 2008 until December 31, 2008 or unless sooner revoked or terminated by higher authorities.

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

1. Assist 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-Visayas III;
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 of research outputs of HEIs;
6. Takes charge of the center operation in the absence of the Project Director;
7. Performs other tasks assigned by superiors.

As Assistant Project Director, you are entitled to an honorarium of THREE THOUSAND FIVE HUNDRED PESOS ONLY (P3,500.00) 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:	OVPRE	Deans	Cash
	OVPAF	Directors	Records
	OVPA	HRMDO	File
	OVPARG	Accounting	
	OUS	COA	