



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

28 December 2009

MEMORANDUM NO. 252
Series of 2009

T O: Prof. Rosa Ophelia D. Velarde

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

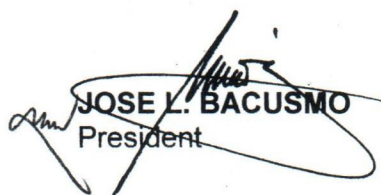
By virtue of the authority vested in me by the VSU Board of Regents, your designation as Supervising Project Technical Staff of the CHED Zonal Research Center (ZRC) for Region 8 is hereby appointed effective January 1, 2010 until December 31, 2010 or unless sooner revoked or terminated by higher authorities.

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. Coordinate the conduct of technical evaluation of research proposals submitted to CHED ZRC-Visayas III;
3. Spearhead in the monitoring of on-going CHED-funded researchers to ensure that the mechanisms, resources, timetable are observed as per approved MOA;
4. Spearhead in planning and when necessary the implementation of commissioned research as identified by CHED;
5. Assist in the gathering, soliciting and screening of research outputs of HEIs;
6. Take charge of the center operation in the absence of the Project Director;
7. Perform other tasks assigned by superiors.

As Supervising Project Technical Staff, you are entitled to an honorarium of FOUR THOUSAND PESOS ONLY (P4,000.00) 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:	OVPRE	Deans	Cash
	OVPAF	Directors	Records
	OVPA	HRMDO	File
	OVPPRG	Accounting	
	OUS	COA	