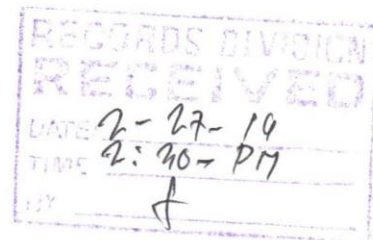




26 February 2019

MEMORANDUM NO. 113

Series of 2019



T O: Prof. Alan B. Loreto

**R E: Designation as Head, Technology Protection and Transfer Office (TPTO)/
Innovation Technology Support Office (ITSO) Franchise**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Vice President for Research and Extension, you are hereby designated as Head of the Technology Protection and Transfer Office (TPTO)/Innovation Technology Support Office (ITSO) Franchise effective immediately until December 31, 2019 or unless sooner revoked or terminated by higher authorities.

As Head of TPTO/ITSO, you are to perform the following duties and responsibilities:

1. Supervises overall operation and management of the Technology Protection and Transfer Office (TPTO)/Innovation Technology Support Office (ITSO Franchise);
2. Acts as main liaison with the Intellectual Property Office of the Philippines (IPOPHL);
3. Oversees the intellectual property (IP) related activities in the university;
4. Attends to employment matters including recruitment and training of TPTO/ITSO personnel;
5. Acts as liaison for the World Intellectual Property Organization (WIPO), other partners and ITSO clients and stakeholders.

For this assignment, you are entitled to the appropriate workload units.

Please be guided accordingly.


EDGARDO E. TULIN
President

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