



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



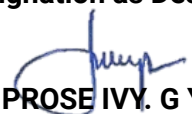
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MEMORANDUM NO. 1010

Series of 2024

TO: **Dr. Pauline S. Caintic**

RE: **Designation as Designation as Head, VICARP Secretariat**

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: **December 27, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head, VICARP Secretariat**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Lead and oversee the overall activities of the VICARP Secretariat
2. Develop and implement plans, programs, and initiatives to strengthen research and development collaboration among member institutions.
3. Supervise the preparation of reports, meeting minutes, and other documentation related to VICARP activities.
4. Identify funding opportunities and coordinate efforts to secure resources for research and development projects within the network.
5. Serve as the primary liaison between VICARP member institutions, external partners, and funding agencies.
6. Oversee the implementation, monitoring, and evaluation of VICARP programs and projects
7. Organize training, workshops, and other activities
8. Ensure the efficient management and dissemination of research outputs, publications, and relevant information across VICARP stakeholders.
9. Ensure all activities, programs, and initiatives comply with national policies, organizational guidelines, and ethical standards.
10. Perform other tasks that may be assigned by the VICARP Chairperson and/or the University President as deemed necessary.

As Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies. This designation will take effect **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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Page 1 of 1
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