



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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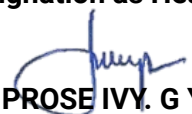
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MEMORANDUM NO. 1013

Series of 2024

TO: **Ms. Maria Verjie Q. Subere**

RE: **Designation as Head, Monitoring & Evaluation**

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, Monitoring & Evaluation**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Develop and implement a comprehensive monitoring and evaluation framework to assess the performance and impact of programs, projects, and activities.
2. Oversee the systematic collection, analysis, and reporting of data to monitor the progress and effectiveness of institutional programs and projects.
3. Conduct periodic evaluations of projects, programs, and activities to determine their relevance, efficiency, effectiveness, and sustainability.
4. Establish and maintain a centralized system for storing and managing monitoring and evaluation data, ensuring accuracy and accessibility.
5. Prepare and disseminate regular M&E reports, highlighting key findings, recommendations, and lessons learned to stakeholders and decision-makers.
6. Train and support faculty, staff, and project teams in M&E processes, tools, and techniques to improve institutional capacity.
7. Ensure that all projects and activities comply with institutional goals, donor requirements, and national policies and standards.
8. Collaborate with internal and external stakeholders to align M&E activities with institutional priorities and promote accountability and transparency.
9. Perform other tasks assigned by the Vice President for Research, Extension, and Innovation or the University President.

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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