



23 March 2023

MEMORANDUM NO. 578
Series of 2023

T O: Dr. Marlito Jose M. Bande

R E: Designation as Director, Zonal Center for Biodiversity Conservation and Habitat Restoration (Biodiversity Center)

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director, Zonal Center for Biodiversity Conservation and Habitat Restoration (Biodiversity Center) effective March 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Exercise the general supervision and coordination of all the programs, and activities of the various divisions and units under the Biodiversity Center;
2. Plans programs for RDEI activities which are geared towards the growth and development of the center and University;
3. Review periodically the Mission and Vision of the Center concerning the specific goals and objectives of the University;
4. Direct the implementation of RDEI programs of the center;
5. Coordinate, monitor, and appraise the performance of the various RDEI units of the center;
6. Plan, promote and carry out close working relations with appropriate government agencies, non-government organizations, people's organizations, international collaborators;
7. Represent the center for fund sourcing and establish linkages with private, government, and international funding agencies for possible research grants and programs/projects;
8. Recommend the recruitment and hiring of the needed personnel of the center and prescribe their duties and responsibilities;
9. Conduct quarterly inventory of resources, on-going and completed researches, and technologies generated for the development of the center, the University and service areas;
10. Direct and supervise technology generation, technology and knowledge transfer, and conservation and utilization of biodiversity;
11. Promote dynamic strong linkages with other institutions, GOs, LGUs, NGOs and potential international partners; and
12. Perform related functions as may be directed by the Office of the President.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc:	OVPA	OUS	Cash	Deans
	OVPAF	USSO	COA	Directors
	OVPREI	ODF/Budget	OHIA	File
	OVPSAS	ODHRM/RSPPRO	Registrar	
	OVPPRGAS	Accounting	Records	