



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**

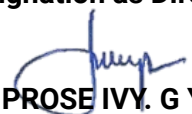


**MEMORANDUM NO. 1016**

Series of 2024

TO: **Dr. Catherine C. Arradaza**

RE: **Designation as Director for Extension**

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 **Director for Extension**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Assist the Vice President for Research, Extension and Innovation in the management and supervision of research centers and academic departments regarding their extension functions;
2. Develop extension plans, programs and new approaches that will enhance efficiency, productivity, profitability and well-being of farmers in the Visayas;
3. Coordinate the extension activities and projects implemented by research centers and academic departments and provide support services to the University;
4. Manage the offering of short technical courses, trainings and other capacity enhancing activities in agriculture, environmental conservation and other allied fields;
5. Maintain effective linkages with government, non-government organizations and industries carrying extension activities;
6. Evaluate and recommend approval of extension proposals submitted by various research centers and academic units;
7. Conduct periodic appraisal, monitoring and evaluation of extension projects;
8. Facilitate the conduct of impact assessment studies to various extension projects by third party;
9. Promote products and technologies generated by researchers in the university;
10. Respond to training requests and facilitates the conduct of requested trainings;
11. Integrate university extension programs with research and instruction;
12. Forge linkages with local, national and international partners
13. Perform other tasks as assigned by the Vice President for Research, Extension, and Innovation or the University President.

**OFFICE OF THE PRESIDENT**

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As Director, 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.