



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

July 22, 2004

MEMORANDUM NO. 198
Series of 2004

TO : Dr. Angela S. Almendras-Ferraren

**RE : Amendment of Honorarium as Project Director of the CHED Zonal
Researcher Center for Region 8 (CHED ZRC-Visayas III)**

By virtue of the authority vested in me by the LSU Board of Regents, your designation as Project Director of the CHED Zonal Research Center (ZRC) for Region 8 is hereby amended with the increase of your monthly honorarium from **TWO THOUSAND FIVE HUNDRED PESOS (P2,500.00)** to **FIVE THOUSAND PESOS (P5,000.00)** effective February 1, 2004 until December 31, 2004 or unless sooner revoked or terminated by higher authorities. This amendment is in accordance with the Supplemental Agreement on the operation of the ZRC notarized on April 30, 2004, hereto attached.

Your duties and responsibilities relative to this designation are as follows:


1. Take charge of the overall planning, policy and strategy formulation and supervision of the Center;
2. Spearhead the conduct of technical evaluation of research proposals and recommend to CHED research proposals for funding;
3. Spearhead the conduct of training programs for capability building of research manpower of the Higher Education Institutions (HEIs) in Region 8;
4. Spearhead the gathering, soliciting and screening research outputs for HEIs for possible publication in the National/Regional CHED's Philippine Journal of Higher Education;
5. Coordinate with the University President all activities relative to the operations of the Zonal Research Center;
6. Recommend to the University President the technical team for project/research proposal review:

7. Administer the funds provided for the operationalization of the ZRC in accordance with existing government rules and regulations.

As Project Director, you are responsible to CHED for the effective performance and accomplishments of the Center.

This supercedes the appointment issued per Memorandum No. 15 Series of 2004 dated January 16, 2004.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: OVPRE
OVPAA
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OIMD
OGS
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Accounting
Cash Division
COA
Records
File