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MEMORANDUM NO. 607
Series of 2024

TO: Dr. Justine Bennette Millado

RE: Designation as College Research Coordinator of the College of Agriculture and Food Science (CAFS)


FROM: DR. PROSE IVY. G YEPES
University President

DATE: June 26, 2024

By virtue of the authority vested in me by the VSU Board of Regents and as by recommended by the College Dean, you are hereby designated as **College Research Coordinator of CAFS** effective June 1, 2024 until December 31, 2024.

As College Research Coordinator, you are hereby expected to:

1. Assist the College Dean in the overall planning, coordination and management of the research programs and activities of the college;
2. Spearhead the monitoring and evaluation of the utilization of resources for research (budget, manpower, equipment, facilities, etc.)
3. As the research focal point person of the college for the university, updates quarterly the OVPREI on the progress of the College's Research program;
4. Represent the College Dean in research-related meetings or as instructed whenever she is not available.
5. Supervise work activities of the Research unit's support staff.

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

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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FM-00P-01
V05 06-06-2024
No. 24-607