



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



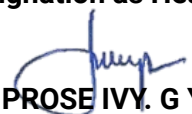
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**MEMORANDUM NO. 1018**

Series of 2024

TO: **Ms. Maria Louella C. Tambis**

RE: **Designation as Head, Innovation and Technology Support Office**

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, Innovation and Technology Support Office**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Lead and oversee the development, protection, and commercialization of institutional innovations and intellectual property.
2. Manage the VSU's IP portfolio, including patents, trademarks, copyrights, and trade secrets, ensuring compliance with legal requirements and maximizing their value.
3. Facilitate the transfer and commercialization of technologies developed within VSU to industry partners and stakeholders.
4. Build and maintain partnerships with industries, startups, and funding agencies to promote innovation and technology-based solutions.
5. Develop and implement policies related to intellectual property rights, technology transfer, and innovation support.
6. Identify and secure funding opportunities to support innovation, research, and technology commercialization initiatives.
7. Monitor the progress and impact of innovation and technology transfer projects
8. Maintain a centralized database for tracking VSU innovations, patents, licenses, and other IP-related activities.
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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