



8 March 2022

MEMORANDUM NO. 390

Series of 2022

T O: Dr. Daisy S. Capon

R E: Designation as Director for Research, Extension, Innovation and Commercialization, VSU Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director for Research, Extension, Innovation and Commercialization, VSU Villaba Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Coordinate all research activities done by faculty and staff in-campus and off-campus.
2. Establish research priority areas on the micro level in consonance with national research priority areas.
3. Evaluate faculty and staff research proposals and recommend funding thereof by VSU or other agencies.
4. Regulate faculty/staff researches to prevent over commitment of researchers.
5. Establish strong linkages with other public and private, domestic and foreign research agencies and organization.
6. Recommend outstanding researchers for recognition by other organizations or agencies.
7. Conduct periodic evaluation at least semi-annually, of research programs of the University.
8. Make periodic appraisal of extension programs particularly those affecting rural communities in the Visayas.
9. Evolve extension plans, programs and new approaches that will improve the efficiency, productivity, income and well-being of the rural people, especially the small Visayas farmers.
10. Maintain effective linkages with government and private organizations carrying on extension-type activities.
11. Coordinate all extension activities of the various departments of the University.
12. Organize and manage non-credit training activities designed for farmers, homemakers, fishermen, and rural change agents in cooperation with other offices or departments of the University.
13. Relate closely the University extension program with those of research and instruction.
14. Coordinate and facilitate the evaluation of invention disclosures, filing of intellectual protection i.e. patent or utility model, copyright, trademark and industrial design, transfer and commercialization of VSU generated technologies/knowledge products.

15. Update and maintain the campus IP portfolio/database with a systematic recording/filing/data retrieval of IP related information contracts and licensing agreements and other documents.
16. Recommend to the TBI the promotion and marketing of protected technologies/knowledge products ready for transfer and commercialization.
17. Represent the campus in the negotiation for transfer and commercialization of protected technologies/knowledge products to potential licensees or any interested parties (private entrepreneurs, SMEs, MSMEs etc.).
18. Monitor and recommend collection of revenues or royalty payments from any commercialized IP protected technologies/knowledge products and other IP assets including proceeds distribution and reimbursements.
19. Review, recommend and implement policies and guidelines on intellectual property protection, transfer and commercialization of technology/knowledge products developed by campus faculty, staff and students.
20. Serve as Secretary and facilitator of activities for the following committees:
 - Intellectual Property Right
 - Technology Assessment/Valuation
 - Technology Commercialization

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

This supersedes previous issuances on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN,
President

cc: VSU-Villaba
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