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MEMORANDUM NO. 1020

Series of 2024

TO: **Dr. Jannet C. Bencure**

RE: **Designation as OIC Director, Geospatial & GIS Research and Services Center**

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 **OIC Director, Geospatial & GIS Research and Services Center**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Provide overall direction and leadership for the center.
2. Oversee and promote research initiatives in geospatial science and GIS applications.
3. Manage and deliver GIS-related services, including spatial data collection, analysis, and visualization, to support various institutional and external projects.
4. Organize and facilitate training programs, workshops, and seminars to build the capacity of faculty, staff, students, and external stakeholders in geospatial technologies and GIS.
5. Oversee the creation, maintenance, and dissemination of geospatial databases and ensure adherence to data security, quality, and accuracy standards.
6. Establish collaborations with government agencies, private industries, and academic institutions to advance VSU geospatial research and applications.
7. Identify and secure funding opportunities for research and development projects, as well as for the acquisition of advanced geospatial tools and technologies.
8. Formulate and implement policies related to the ethical use of geospatial data and GIS technologies, ensuring compliance with national and international standards.
9. Perform other tasks assigned by the Vice President for Research, Extension, and Innovation or the University President

Anent to this, 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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