


MEMORANDUM NO. 117-A

Series of 2025

TO: **All Concerned**

RE: **Appointment as Project Managers for RF & STF Income Generating Projects**

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: **January 13, 2025**

By virtue of the authority vested in me by the VSU Board of Regents, and as recommended by the Director for Business and Resource Generation, you are hereby appointed as **Project Managers for RF & STF Income Generating Projects** effective immediately until December 31, 2025 or unless sooner terminated by higher authorities without prejudice to renewal.

As Project Manager, you are expected to perform the following duties and responsibilities, to wit:

1. Allocate resources effectively to support project activities & maximize income.
2. Monitor expenditures and revenue generation to maintain financial viability.
3. Maintain transparency and accountability in financial management and reporting.
 - Daily remittance of collections, when applicable, especially when it reaches at least P500.00.
 - Submit detailed monthly project reports to IGP Office using the prescribe template indicating the sales, expenses and collectibles.
4. Develop marketing strategies to promote products/services offered by the project and identify opportunities for growth and improvement in project operations.
5. Submit and present accomplishment during the regular annual IGP Review.
6. Exercise the highest level of professionalism and integrity and not abuse the designation or use the position for personal gain.

	A. RF-IGP Projects	Project Manager	Workload units
1.	Coco Non Food	Mr. Jeremias S. Vestra	5
2.	Buko & Coco Seedlings	Dr. Dario P. Lina	5
3.	Rice Seednet	Mr. Ed Allan L. Alcober	3
4.	Hostel	Ms. Marjorie B. Escuadra	5
5.	Pavilion/Guesthouse	Dr. Ginás Aurea Villagonzalo	5
6.	University Review Center (URC) & CCE	Dr. Jade Daphnee Z. Compendio	5
7.	Printing Press	Dr. Ulderico B. Alviola	3
8.	Horti-Nursery	Dr. Gloria E. Bancale	3
9.	Patag Rice Production	Dr. Ed Allan L. Alcober	3
10.	Pangasugan-Marcos Rice Production	Mr. Florencio John S. Saladaga	3

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	B. STF-IGP Projects	Project Manager	Workload units
1.	Convention Center	Mr. Roden D. Troyo	3
2.	VSU Hospital	Dr. Merry Christ'I Guinocor	5
3.	Integrated Ansci IGP (Cattle/Goat/Sheep)	Mr. Michael Dominic M. Garrido	4
4.	DASS IGP (CRC/LFP/RFP)	Dr. Berta C. Ratilla	3
5.	DOF Sustained Yield	Dr. Teofanes A. Patindol	3
6.	Integrated EcoFARMI IGP (Vermicast & Seedbank C)	Mr. Jerome O. Arribado	5
7.	Locally Grown Vegetables	Dr. Rosario A. Salas	3
8.	College Ornamentals	Mr. Roden D. Troyo	3
9.	Library Trust	Mr. Vicente A. Gilos	5
10.	Coco Food	Dr. Marisel A. Leorna	5
11.	Makapuno Project	Mr. Jovannemar P. Anire	3
12.	PPO Shop	Engr. Marlon G. Burlas	5
13.	(CASL & SRTPAL) Central Analytical Services Laboratory & Soil Research Testing & Plan Analysis Laboratory	Ms. Dyana Rose T. Milleza	5
14.	VSU Accommodation (Seafront, Apartelle & other Cottages)	Ms. Marjorie B. Escuadra	5
15.	VSU Spring Water	Mr. Leopoldo Escala	3
16.	IGP Dormitory	Ms. Crislin Cruz-Cortez	2
17.	VSU Market & Other Rented Facilities	Ms. Crislin Cruz-Cortez	5
18.	VSU Garden Beach Resort	Mr. Alexander L. Cabral Jr.	5
19.	Abaca Power Stripper/PPS	Dr. Feliciano Sinon	3
20.	Food Testing Laboratory*	Dr. Lynette C. Cimafranca	3
21.	Diagnosis of Plant Diseases Infecting Economically Important Crops in the Region (PDDL)*	Dr. Robelyn T. Piamonte	3
22.	RDE Hall*	Dr. Pauline S. Caintic	3
23.	Rootcrops Products Processing*	Prof. Marlon M. Tambis	3
24.	PNB, Cell Site Rental & ViFARD Monitoring*	Ms. Gracielle Dawn Gamotin	3

**Newly added IGP Projects for 2025*

Moreover, you are entitled to whatever privileges attached to the position as project manager.

This Memorandum supersedes OP Memo No. 117, s. 2025.

Please be guided accordingly.