

Special Order No. \_\_\_\_\_\_

Series of \_\_\_\_\_

The following permanent faculty member of the is hereby appointed **College Research Chairperson**.

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| **College** | **Name of College Research Chairperson** | ***Conformed by:***  ***(Signature)*** |
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As such, they are expected to perform the following functions:

1. Organize, coordinate and facilitate the conduct of college research colloquium;
2. Assist in the compliance of faculty members to documentary and/or process requirements of research related activities;
3. Collect and submit documentary requirements of faculty members to URO;
4. Monitor the status of research proposals, on-going researches and completed researches;
5. Submit monthly monitoring report to URO;
6. Participate to research-related meetings, as scheduled;
7. Coordinate with URO and disseminate information to faculty members under their respectively colleges; and
8. Consolidate and submit accomplishment reports of research-related activities to URO.
9. Assist the Technology Development Transfer and Commercialization Office (TDTCO) in identifying possible researches that has the potential to be patented and copyrighted; and
10. Remind and monitor the faculty members of his/her respective college to comply with the RERC requirements.

They are hereby directed to perform the above tasks as a regular research load ETL Three (3) units and shall be technically under the supervision of the University Research Office.

This Special Order shall take effect upon approval and shall remain in force unless otherwise sooner terminated through a written notice.

Prepared by:

Dean, College of

Recommending Approval:

Director, URO

Approved:

Vice President, Research and Extension Services Vice President, Academic Affairs

Effectivity Date: