





**Figure 2.1** Organizational Structure of the Office of Research Services

**a. General Functions**

The Director for Research Services shall provide meaningful institutional research and development agenda in instruction, research, extension, and production.

**b. Duties and Responsibilities**

The following are non-exclusive duties and responsibilities of the Research Director:

1. Assist higher authorities in the formulation and implementation of policies, rules and regulations, programs, and projects of REPDI in line with the existing Medium-Term Development Plan;
2. Plan, manage, and evaluate the operation of Research Services;

3. Formulate an integrated R&D agenda every academic year;
4. Coordinate various services for research priorities and concerns;
5. Implement policies, rules, regulations, plans, programs, and activities;
6. Submit research proposals for budgetary purpose and support;
7. Exercise oversight functions in the management and conduct of institutional and externally funded research projects, and recommends other approaches or methodologies that may ensure better research payoffs;
8. Coordinate, integrate, and analyze research findings for publication;
9. Organize, implement, facilitate, and coordinate the conduct of Annual In-House Reviews;
10. Establish linkages with high performing research institutions for resource generation;
11. Provide specific work tasks of personnel for a clear, objective, and measurable evaluation; and,
12. Manage research laboratories and other facilities.

## **2. Head, Microbiology Research and Testing Laboratory (MRTL)**

The following are the non-exclusive duties and responsibilities of the Microbiology Research and Testing Laboratory:

- a. Responsible for the overall administrative and technical operation of the laboratory;
- b. Specify all methodologies used in the microbiology laboratory;

- c. Ensure competence and give authority to laboratory personnel who operate specific equipment, perform tests, and sign test results;
- d. Formulate goals for education and training skills of laboratory personnel;
- e. Attest, by sign, the validity of all laboratory tests and reports;
- f. Ensure that resources needed for laboratory operations are of required quality;
- g. Provide adequate supervision of laboratory staff and trainees;
- h. Ensure that microbiology laboratory, with its staff, complies to the national and international standards; and,
- i. Develop and package R&D proposals for internal and/or external funding.

### **3. Head, Tissue Culture Laboratory**

The following are the non-exclusive duties of the Head of Tissue Culture Laboratory:

- a. Take care of the overall administrative and technical operations of the laboratory;
- b. Specify all methodologies used in the tissue culture laboratory;
- c. Formulate goals for education and training skills of laboratory personnel;
- d. Ensure that resources needed for laboratory operations are of required quality;
- e. Provide adequate supervision of laboratory staff and trainees;

- f. Ensure that the tissue culture laboratory, with its staff, complies to Good Laboratory; and,
- g. Develop and package R&D proposals for internal and/or external funding.

#### **4. Head, Center for Hazard and Environmental Resource Mapping (CHERM)**

The Center for Hazard and Environmental Mapping Resources (CHERM) stands as a firm testament to DOST CALABARZON's commitment to enhance scientific and technological capabilities and services in the region and generate results to attain resilience, productivity, and better quality of life in CALABARZON.

Specifically, the CHERM aims to strengthen collaborative efforts of mapping agencies and stakeholders in the provision of geospatial data and services; capacitate LGUs, SUCs, line agencies, and other interested individuals/ groups on the utilization of geospatial data and other derivative products; and, provide research-based authoritative geospatial data and services in all the stages of the Disaster Risk Reduction and Environmental Management Cycle, natural resource mapping, and other developmental concerns.

The following are the non-exclusive duties and responsibilities of the Center Manager:

- a. Provide overall direction of day-to-day activities;
- b. Oversee the overall implementation of projects, policies, and services;
- c. Coordinate with project implementers regarding the formulation and implementation of programs, projects, and activities; and,
- d. Perform other functions that may be required by the advisory committee.

#### **5. Research Coordinators**

Research Coordinators are tasked to:

- a. Actively participate in the review of the integrated R&D agenda every academic year;
- b. Attend to all invitations of the ORS for periodic meetings, workshops, seminars, and training;
- c. Conduct/facilitate research and development projects at the College Level in coordination with the ORS;
- d. Facilitate prompt submission of periodic accomplishment reports of ongoing R&D projects and Terminal Reports of completed projects; and,
- e. Coordinate with the ORS all matters relevant to the effective implementation of R&D projects/activities.