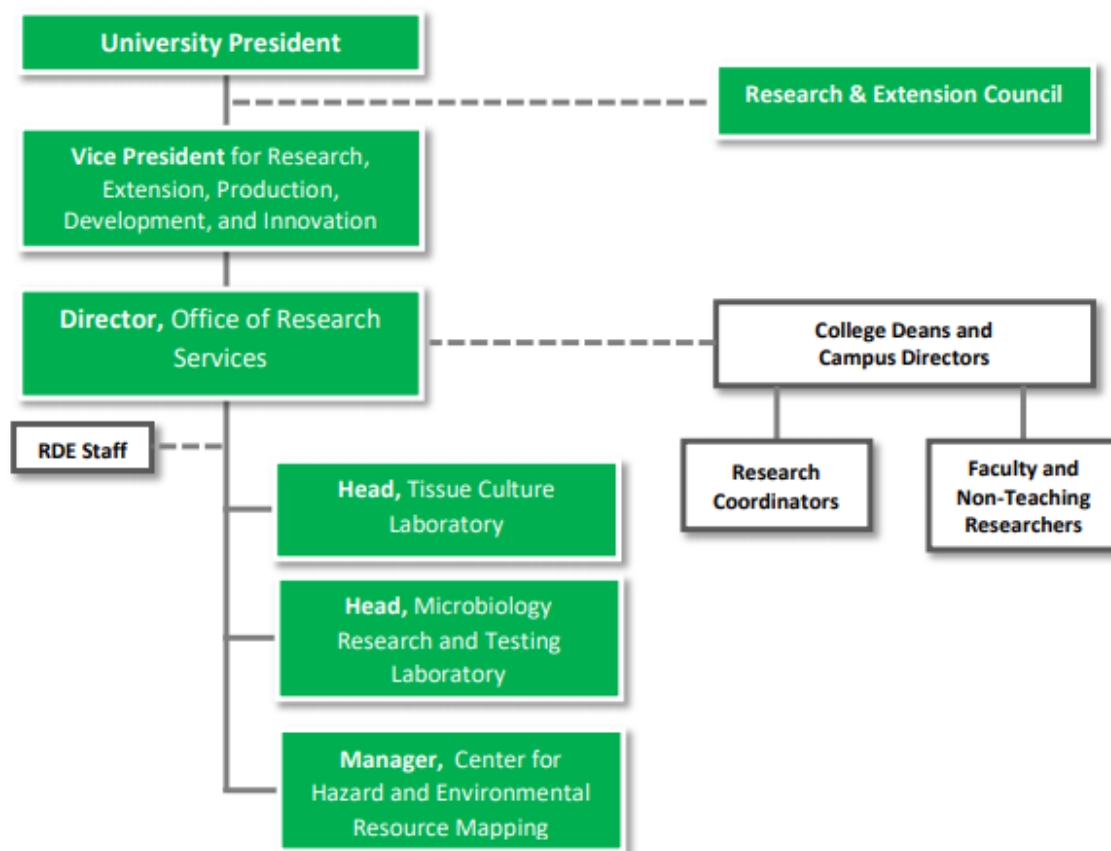


The Director shall have a two-year term from the date of her/his appointment. In highly exceptional cases or depending on the need or exigency as determined by the Board, the Director shall be allowed for another term or terms. The term shall not exceed the duration of the appointing authority.



**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:

- i.** 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;
- ii.** Plan, manage, and evaluate the operation of Research Services;
- iii.** Formulate an integrated R&D agenda every academic year;
- iv.** Coordinate various services
- v.** for research priorities and concerns;
- vi.** Implement policies, rules, regulations, plans, programs, and activities;
- vii.** Submit research proposals for budgetary purpose and support;
- viii.** Exercise oversight functions in the management and conduct of institutional and externally-funded research projects and recommend other approaches/methodologies that may ensure better research payoffs;
- ix.** Coordinate, integrate, and analyze research findings for publication;
- x.** Organize, implement, facilitate and coordinate the conduct of annual in-house reviews;
- xi.** Establish linkages with high performing research institutions for resource-generation;
- xii.** Provide specific work tasks of personnel for a clear, objective, and measurable evaluation; and,
- xiii.** Manage research laboratories and other facilities.