



MEMORANDUM

TO: All Directors and Directresses under OVCRE Cluster, Executive Directress and Director of Research Institutes, Research Center Heads, Researchers and their Teams including Research Assistants with Ongoing Internally and Externally Funded Researches

FROM: Office of the Vice Chancellor for Research and Enterprise

DATE: October 10, 2024

SUBJECT: Mandatory Attendance to the Annual In-house Review of Research and Development Projects

This memo is to inform you of the **mandatory attendance** of all personnel involved in internally and externally funded research projects to the **Annual In-house Review of Research and Development Projects**.

Event Details:

- **Date:** October 11, 2024
- **Time:** 9:00 AM
- **Venue:** University Gymnasium

This annual review is a vital platform for showcasing the progress and achievements of our research endeavors. Your presence and active participation are essential for fostering collaboration, knowledge sharing, and the continued success of our research community.

Please mark your calendars accordingly and ensure your attendance.

Thank you for your cooperation.

Prof. Ephrime B. Metillo, PhD
Vice Chancellor for Research & Enterprise