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

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

**SPECIAL ORDER FORM**

*(College Research Coordinator)*

The following permanent faculty member of the is hereby appointed **College Research Coordinator/s**.

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

1. To assist the college dean in the timely attainment of college research targets;
2. To ensure compliance of faculty members to documentary and/or process requirements of research related activities;
3. To monitor the status of research proposals, on-going researches and finished researches;
4. To submit quarterly research accomplishment reports to RMCBU;
5. To participate in research-related meetings, as scheduled; and,
6. To disseminate information to faculty members in their respective colleges.

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

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, OURD

Approved:

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

Effectivity Date: