



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BANSUD
Bansud, Oriental Mindoro

OFFICE OF THE MUNICIPAL MAYOR

03 February 2021

MEMORANDUM:

NO : 2021 - 09

TO : **MR. MELVIN D. MARIN**
Administrative Aide (Job Order)

SUBJECT : **DESIGNATION AS MUNICIPAL SCIENCE AND
TECHNOLOGY COORDINATOR (MSTC) OF THE
MUNICIPAL GOVERNMENT OF BANSUD**

In the exigency of the service and in compliance of the DOST-MIMAROPA agreement with the municipality, you are hereby designated as Municipal Science and Technology Coordinator (MSTC) effective upon receipt hereof. As such, you shall act as DOST-MIMAROPA point person in the municipality for the implementation of DOST Programs, Projects, Activities and Services, in coordination with DOST-Oriental Mindoro and shall perform the following duties and responsibilities through the submission of semesterly Individual Performance Commitment Review (IPCR) Form duly signed by the Municipal Mayor:

1. Identify the S&T needs and opportunities in the municipality;
2. Assist in providing S&T interventions to Micro, Small and Medium Enterprises (MSME's) in the municipality to improve productivity and enhance competitiveness in both local and international markets through the Small Enterprises Technology Upgrading Program (SETUP), the banner program of DOST for technology transfer and commercialization;
3. Assist in the development and formulation of a systematic and continuing program designed to promote science consciousness among the people in the rural areas and in the encouragement of small scale industries to harness the results of science researches in the production of economic commodities;
4. Assist in the dissemination of information relating to science research and development for the rural areas, public and private institutions and individual within the municipality;
5. Assist in planning and implementation of S&T human resource development programs such as S&T scholarships, trainings, and similar activities aimed at creating a critical pool of S&T manpower;
6. Submit Monthly Accomplishment Reports (MAR) including problems and issues/concerns met, to the Office of the Municipal Mayor and DOST-Oriental Mindoro; and
7. Perform other related functions as maybe required by higher authorities.

For strict compliance


RONALDO M. MORADA
Municipal Mayor