



22 February 2021

MEMORANDUM NO. 168
Series of 2021

T O: Dr. Rotacio S. Gravoso
R E: Designation as Station Manager, Radio Station DYDC

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Station Manager, Radio Station DYDC effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Station Manager, you are tasked to:

1. Provide leadership in the implementation of the programs of the Radio Station DYDC including the airing of relevant and timely programs for the benefit of all stakeholders;
2. Ensure a wider coverage of broadcast of programs;
3. Initiate and enable the station to actively involve and support the flexible learning management of the university;
4. Supervise the Radio Station DYDC;
5. Formulate guidelines for the full use and access by clients of the services provided by the Radio Station DYDC;
6. Make recommendations in the improvement, service fees and other management activities of the station.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

EDGARDO E. TULIN
President

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|--------------|--------------------|---------|
| cc: OVPAA | Registrar | Records |
| OVPAF | Cash | File |
| OVPPRGAS | Radio Station DYDC | |
| OVPREI | IASO | |
| OVPSAS | Accounting | |
| OUS | COA | |
| ODF/Budget | Deans | |
| ODAHRD/PRPEO | Directors | |