



2 January 2024

MEMORANDUM NO. 10
Series of 2024

T O: Dr. Kareen Gubalane Cruz

R E: Designation as Director for Student Affairs and Services, VSU Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by Dr. Maria Jehan P. Libre, Chancellor of VSU Villaba, you are hereby designated as Director for Student Affairs and Services of VSU Villaba effective immediately until a new President shall have been selected or unless sooner revoked or terminated by higher authorities.

You are specifically tasked to do the following:

1. Take charge of all programs and activities involving student admission, welfare and discipline.
2. Assist the Chancellor in the management and supervision of the Library and Student Services Office activities of the campus.
3. Transmits, with his/her comments and/or recommendations, all proposal affecting students' participation in seminars, scholarships and other concerns to the Chancellor for any action which is appropriate.

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

This supersedes previous issuances on the same subject.

For compliance.

DANIEL LESLIE S. TAN
OIC President

cc: VSU-Villaba
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