



VISAYAS
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OFFICE OF THE
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MEMORANDUM NO. 112
Series of 2025

TO: Ms. Letty Jean C. Lor

RE: Designation as Head of the Anti-Sexual Harassment Unit (ASHU)

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: January 7, 2025

By virtue of the authority vested in me by the VSU Board of Regents and as per recommendation by the GRC OIC-Director, you are hereby designated as **Head of the Anti-Sexual Harassment Unit (ASHU)** effective January 7, 2025 until December 31, 2025 or unless sooner revoked or terminated by higher authorities.

As Head, you are expected to:

1. Design and implement a continuing program of activities and initiatives for the prevention of sexual harassment and other-related sexual offenses;
2. Undertake information and educational activities to ensure that the University policy, rules, regulations, and procedures on anti-sexual harassment and other-related sexual offenses are disseminated and become part of the academic culture;
3. Serve as the Anti-Sexual Harassment Coordinator and secretariat of the Anti-Sexual Harassment Committee (ASHCom) / Committee on Decorum and Investigation (CODI);
4. Receive complaints of sexual harassment or other related sexual offenses;
5. Refer complaints to counseling and medical services at the University Guidance Counselling Office and VSU Hospital, respectively;
6. Document complaints and assist complainants in making affidavits and notarizations thereof;
7. Transmit to the ASHCom / CODI the complaints received by the unit and keep all the documents and records of cases filed with ASHU;
8. Recommend appointment and or renewal of the ASHCom / CODI members;
9. Monitor the implementation of decisions/orders of the appropriate disciplining authority;
10. Report ASH cases directly to the President to ensure sensitive matters are handled with the utmost priority and impartiality; and
11. Perform such other functions as outlined by the ASHCom/CODI and that the President may delegate.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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