



22 June 2020

MEMORANDUM NO. 123

Series of 2020

T O: Atty. Rysan C. Guinocor

R E: Designation as Chief Legal Officer

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Chief Legal Officer effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

You are tasked to do the following:

1. Provide legal opinion on matters pertaining to the University;
2. Help defend the University when legal actions are initiated against it and assist the Solicitor General in court litigation in which the University is involved;
3. Investigate erring faculty, staff and students and submit report, findings and recommendations within the prescribed period;
4. Calendar pending cases for investigation upon receipt of complaint or order from the Office of the President and conducts marathon investigation;
5. Prepare draft legal pleadings of court litigations where the university is a party litigant for review and submission to the Office of the Solicitor General;
6. Prepare drafts/final copies of contracts, memorandum of agreement for signature of the University President and facilitates notarization;
7. Review/issue legal opinions to problems referred to the office;
8. Resolve problems on squatting and land titling;
9. Notarize official documents;
10. Conduct seminar/orientations to faculty, staffs and students regarding legal matters;
11. Administer oath for SALN, PDS, No Pending Case and Request for Records;
12. Provide legal advice to the President and the External Campus Management;
13. Determine the intended meaning of laws and rulings affecting the operation of the University;
14. Assist in the promulgation of rules governing the activities of the University;
15. Prepare comments on proposed legislation concerning the University;
16. Perform such other functions as may be provided by law.

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

Please be guided accordingly.



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