



22 June 2020

MEMORANDUM NO. 183
Series of 2020

T O: Dr. Daniel Leslie S. Tan

**R E: Designation as Director for Planning and Infrastructure Project
Development and Monitoring**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director for Planning and Infrastructure Project Development and Monitoring effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Provide leadership and supervision in the establishment or updating of the university master plan;
2. Actively lead in the annual assessment of master plan implementation vis-à-vis the strategic plans;
3. Assist the Vice Presidents in monitoring accomplishments of each unit based on the OPCR;
4. Monitor the overall performance of research and extension project plans in coordination with the OVPREI;
5. Lead in the gathering of year data and report of accomplishment, and convert the data into a readable Annual Report;
6. Coordinate with the University Integrated Media Center in the publication of the Annual Reports, Research and Development Reports and other reports needed by the government;
7. Ensure that annual reports and data needed by CHED, DBM and NEDA are provided on time.

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

cc:	OVPAA	OVPPRGAS	IASO	Registrar	File
	OVPAF	OUS	Accounting	Deans	
	OVPREI	ODAHRD/PRPEO	Cash	Directors	
	OVPAS	ODF/Budget	COA	Records	