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STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**




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**MEMORANDUM NO. 1059**

Series of 2024

TO: **Ms. Sheena Mae P. Lubrio**

RE: **Designation as Director, Distance Education**

FROM:  **DR. PROSE IVY G. YEPES**  
University President

DATE: **December 27, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Director, Distance Education**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Provide recommendation on the strategic directions of the office and how it can complement with the programs of the Graduate Education;
2. Provide leadership in the implementation of the online programs;
3. Supervise the online programs office;
4. Formulate guidelines for the full use and access by clients of the services provided by the online programs;
5. Make recommendations in the potential offering of short non-degree courses offered online, service fees and other management activities related to this offering.

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

This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

**OFFICE OF THE PRESIDENT**

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