



17 May 2023

MEMORANDUM NO. 612
Series of 2023

T O: Ms. Chona A. Brit

R E: Designation as OIC, Dean of Students

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC, Dean of Students effective May 18, 2023 until a new Dean shall have been appointed or unless sooner revoked or terminated by higher authorities.

As OIC Dean, you are directed to:

Take charge of all programs and services involving student welfare, development and institutional student support services. Specifically;

1. Plan, implement, supervise and monitor quality, relevant, efficient, effective and holistic student services and programs;
2. Coordinate with other delivering units internally and externally involved in student services;
3. Conduct research on effectiveness of student services and publish/disseminate the results.

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: OVPA	IASO
OVPAF	Accounting
OVPREI	Cash
OVPSAS	COA
OVPPRGAS	Registrar
OUS	Deans/Directors
ODHRM/RSPPRO	Records
ODF/Budget	File