



8 March 2022

**MEMORANDUM NO. 404**

Series of 2022

**T O: Ms. Alena C. Gonzaga**  
**R E: Designation as Head, Office of the Chief Health Services,  
VSU Alangalang Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Office of the Chief Health Services, VSU Alangalang Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Facilitate the conduct of entrance and periodic (annual) medical examination and dental as well as prevention.
2. Conduct pre-participation sports evaluation.
3. Provide the campus with information on health matters.
4. Provide preventive and control measures of communicable and non-communicable diseases.
5. Assist and provide acceptable standards and recommendations for environmental sanitation.
6. Provide emergency response and rescue service in times of manmade or natural disasters.
7. Keep an up-to-date medical record of faculty, staff and students.
8. Formulate health policies to be observed by the campus constituents.
9. Comply with health regulatory requirements (DOH, DENR, FDA, BFP).
10. Submit an annual report and other reports required by the Chancellor and higher authorities.

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

This supersedes previous issuances on the same subject.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: VSU-Alangalang  
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OVPAF  
OVPREI  
OVPSAS  
OVPPRGAS  
OUS  
ODHRM/OHRSPPR  
ODF/Budget  
OHIA  
Deans  
Directors  
Accounting  
Cash  
COA  
Registrar  
Records  
File