



29 June 2023

MEMORANDUM NO. 658
Series of 2023

T O: Dr. Frank Britz V. Cadavis
VSU Tolosa Campus


R E: Designation as Focal Person for the VSU-NCU (Nagoya City University) Link

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Chancellor, VSU Tolosa Campus, you are hereby designated as Focal Person for the VSU-NCU Link effective immediately until revoked or terminated by higher authorities.

You are directed to perform the following:

1. Serves as the main contact for the VSU-NCU Link/Partnership;
2. Plans and manages convergence and consultative meetings between VSU and NCU;
3. Prepares the documents required in processing, finalization, and approval of memoranda and other agreement instruments crafted under this link/partnership;
4. Consults and communicates with the Office of the President, International Affairs Office, and Legal Office especially on the legalities of memoranda to be drafted in relation of this link/partnership;
5. Facilitates the visit to the University by NCU officials, faculty members, and students as well as official travel of VSU faculty and students to NCU;
6. Propose possible link/partnership with other offices of VSU and NCU; and
7. Promotes the academic programs and culture of VSU and Leyte to NCU through sociocultural activities, pamphlets, tour, among others.

Please be guided accordingly.


EDGARDO E. TULIN o/c
President 7/12/23

cc: Chancellor, VSU Tolosa Campus
International Affairs Office
Legal Office
Records
File