



31 January 2023

**MEMORANDUM NO.** 384  
Series of 2023

**T O: Ms. Imelda A. Lagarde**  
  
**R E: Designation as Head, Income Generating Project, VSU Alangalang Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Income Generating Project, VSU Alangalang Campus effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Monitor the financial activities and programs of Income Generating Projects listed under Revolving Funds (RF) and Special Trust Funds (STF).
2. Provides managerial and technical support and services to RF project managers.
3. Formulates and implements policies to improve IGP projects in conformation with the IGP Board of Management discussions and decisions.
4. Monitors and facilitates the timely submission of the IGP monthly financial report.
5. Initiates and arranges the facilitative committee project inventory.
6. Facilitates and in coordination with the ODAF in the conduct of the annual review of IGP and STF projects.
7. Manages and supervises the IGP under the auspices of the ODAF.
8. Identifies and proposes projects to be converted into STF or Revolving Funds.
9. Initiates and evaluates the proposal for the VSU-based establishment of a new STF or IGP project, and submits the result of the evaluation to the Advisory Committee.

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  
OVPA

OVPAF  
OVPREI  
OVPSAS  
OVPPRGAS  
OUS  
ODHRM/OHRSPPR  
ODF/Budget  
OHIA  
Deans  
Directors  
Accounting  
Cash  
COA  
Registrar  
Records  
File