



30 January 2023

MEMORANDUM NO. 164
Series of 2023

T O: Dr. Deejay M. Lumanao
R E: Designation as Head, Online Programs Office

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

As Head, you are tasked to:

1. Provide recommendation on the strategic directions of the office and how it can complement with the programs of the Graduate School;
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.

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

Please be guided accordingly.

EDGARDO E. TULIN
President

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