




MEMORANDUM NO. 455

Series of 2024

TO: **Ms. Crislin C. Cortes**

RE: **Designation as Head, Income Generating Projects Office**

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: **May 22, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head, Income Generating Projects Office**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Monitor the financial activities and programs of Income Generating Projects listed under Revolving Funds (RF) and Special Trust Funds;
2. Provide managerial and technical support and services to RF project managers;
3. Formulate and implement policies to improve IGP projects in conformation with the Board of Management discussions and decisions;
4. Monitor and facilitate timely submission of the IGP monthly financial report;
5. Initiate and arrange the facilitative committee project inventory;
6. Facilitate and in coordinate with the Office of the Director of RGAS the conduct of the annual review of IGP and STF projects;
7. Manage and supervise the IGP under the auspices of the Office of the Director for Resource Generation and Auxiliary Services;
8. Identify and propose projects to be converted into STF or Revolving Funds;
9. Initiate the evaluation of proposal for the establishment of a privately-owned business outfit and submit initial evaluation to the BOM through the Office of the Director of RGAS;

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

This designation will take effect on **May 23, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.