


MEMORANDUM CIRCULAR NO. 157
Series of 2024

TO: **All Concerned**

RE: **Standing Committees of the College of Nursing**

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: **July 15, 2024**

By virtue of the authority vested in me by the VSU Board of Regents and as per recommendation by the Dean of College of Nursing, you are hereby designated to constitute the different standing committee under the College of Nursing effective May 22 until December 31, 2024 AY 2024 or unless sooner revoked or terminated by higher authorities.

Designations	Roles and Responsibilities
College Secretary Prince Japred P. Toring	<ul style="list-style-type: none">• Record minutes of all meetings of the college with administrators, students, partners, stakeholders, and beneficiaries.• Produce a copy of the minutes of all meetings for review and approval.• Assist the Dean during fiscal, academic and RDE planning.• Serve as assistant to the Dean.• Represent the Dean in his/her absence especially in university meetings, collaborations and forums.• Submit a quarterly report to the Dean.• Perform other tasks as may be designated by the Dean.
Academic Coordinator Devianne Jane E. Daiz	<ul style="list-style-type: none">• Assist the Dean in academic planning, loading and workload assignment of faculty members in collaboration with the RLE Coordinator.• Draft and finalize schedule and classroom assignments of academic courses offered by the College.• Act as overall chairperson of academic activities of all year levels as proposed by course spearheads and level coordinators.• Recommend to the Dean academic policies and guidelines in relation, but not limited to curriculum review, internal clearance, shifting,

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	<p>grade consultation, missed classes, merit/demerit system, etc.</p> <ul style="list-style-type: none"> • Assist the Dean in the implementation of academic programs in coordination with the RLE Coordinator, level coordinators, and course spearheads. • Assist the Dean in monitoring, evaluation and improvement of student and faculty performance. • Submit a semestral academic report to the Dean. • Perform other tasks as may be designated by the Dean.
<p>Related Learning Experience (RLE) Coordinator</p> <p>France Allan M. Cavite</p>	<ul style="list-style-type: none"> • Assist the Dean in planning, loading and workload assignment of faculty members in collaboration with the Academic Coordinator. • Draft and finalize schedule and rotation plan of RLE courses offered by the College. • Act as overall chairperson of RLE activities of all year levels such as Hepa-B vaccination, random pregnancy testing, etc. as proposed by course spearheads and level coordinators. • Recommend to the Dean RLE policies and guidelines in relation, but not limited to clinical rotations, missed rotations, extension duty, merit/demerit system, etc. • Assist the Dean in the implementation of RLE programs in coordination with the Academic Coordinator, level coordinators, and course spearheads. • Assist the Dean in monitoring, evaluation and improvement of affiliate faculty performance. • Submit a semestral RLE report to the Dean. • Establish and maintain MOA/MOU with base hospital, affiliating hospitals, and community and organization partners. • Establish and maintain a system of compliance and monitoring of OR/DR case requirements as stipulated by existing law, policies and guidelines. • Perform other tasks as may be designated by the Dean.
<p>Research and Development Coordinator</p> <p>Janet Alexis A. De Los Santos</p>	<ul style="list-style-type: none"> • Assist the Dean in drafting the Research, Development and Extension Agenda (program and projects, schedule, budget) in collaboration with the Extension Coordinator and project leaders. • Initiate and facilitate research-related presentations, workshops and training of faculty members.

	<ul style="list-style-type: none"> • Assist the Dean in the evaluation and recommendation of research proposals. • Establish, facilitate and maintain MOU/MOA of project leaders with VSU colleges/institutes, and community and organization partners in collaboration with the Extension Coordinator. • Monitor research and development projects of the faculty members. • Keep and produce records and documents related to research and development programs and activities. • Lead the compilation of research-related data required in accreditation processes. • Maintain an area for research-related documents and transactions. • Submit a quarterly research and development report to the Dean. • Perform other tasks as may be designated by the Dean.
Extension Coordinator Ciedelle Honey Lou D. Gapasin	<ul style="list-style-type: none"> • Assist the Dean in drafting the Research, Development and Extension Agenda (program and projects, schedule, budget) in collaboration with the Research and Development Coordinator and project leaders. • Initiate and facilitate extension-related presentations, workshops and training of faculty members. • Assist the Dean in the evaluation and recommendation of extension project proposals. • Establish, facilitate and maintain MOU/MOA of project leaders with VSU colleges/institutes, and community and organization partners in collaboration with the Research and Development Coordinator. • Monitor extension projects of the faculty members. • Keep and produce records and documents related to extension projects, programs and activities. • Lead the compilation of extension-related data required in accreditation processes. • Maintain an area for extension-related documents and transactions. • Submit a quarterly extension project report to the Dean. • Perform other tasks as may be designated by the Dean.
Alumni Coordinator France Allan M. Cavite	<ul style="list-style-type: none"> • Act as focal person of the College in the implementation of programs, projects and activities of the Alumni and Community Relations Office (ACRO).

	<ul style="list-style-type: none"> • Initiate and spearhead the creation and maintenance of an Alumni Association of the College. • Submit a year-end report to the Dean. • Perform other tasks as may be designated by the Dean.
Department-Based Guidance Facilitator Jesusa M. Magno	<ul style="list-style-type: none"> • Act as focal person of the College in the implementation of programs, projects and activities implemented by the University Student Services Office (USSO). • Act as overall chairperson in the identification and management of matters concerning the physical, mental and emotional well-being of students including, but not limited to college-based counselling, referral to USSO, etc. • Assist the Dean in investigating and recommending action for students involved with inappropriate and unacceptable behavior as identified by the College and the University. • Perform other tasks as may be designated by the Dean.
Safety Officer Rolando S. Cabelin, Jr.	<ul style="list-style-type: none"> • Act as focal person of the College in the implementation of programs, projects and activities of the University Safety and Health Committee • Develop and implement occupational safety and health policies and guidelines in accordance with existing laws and regulations. • Plan and develop occupational health-related trainings/seminars for promotion of safety and prevention of accident in the College. • Coordinate with internal and external offices, agencies and organizations together with the Physical Facilities Committee Chair on the improvement of working conditions relative to a safe and healthy working environment. • Submit a quarterly report to the Dean. • Perform other tasks as may be determined by the Dean.
Level Advisers Level I – Ric-an Artemio S. Gadin Level II – Venice Lou Gabrielle C. Relevo Level III – Janet Alexis A. De Los Santos Level IV – Diana R. Eclavia	<ul style="list-style-type: none"> • Facilitate the registration process of students. • Assist the students on matters relevant to registration, shifting, dropping, transfer, etc. • Keep and produce academic records of students. • Assist the Honors and Awards Committee Chair in the selection and recommendation of college and university honors and awardees. • Refer to and assist the DBGF in the identification and management of matters concerning the physical, mental and emotional well-being of students.

	<ul style="list-style-type: none"> • Perform other tasks as may be designated by the Dean.
Level Coordinators Level I – Phoebe Lynn B. Calungsod Level II – Concepcion A. Papong Level III – Devianne Jane E. Daiz Level IV – Jesusa M. Magno	<ul style="list-style-type: none"> • Assist the Events Committee, Academic and RLE Coordinators in the planning, implementation and production of documents for academic and RLE activities such as, but not limited to skills laboratory sessions, capping, badge investiture, pinning, off-campus activities, clinical rotations, etc. • Refer to and assist the DBGF in the identification and management of matters concerning the physical, mental and emotional well-being of students. • Perform other tasks as may be designated by the Dean.
Information Management Committee Chair: Janet Alexis A. De Los Santos Members: France Allan M. Cavite CoN-SSC President (<i>ex-officio</i>)	<ul style="list-style-type: none"> • Establish and maintain a system for the creation, evaluation and management of the contents (stories, news, updates, announcements, etc.) of the VSU College of Nursing webpage. • Establish and maintain a system of coordination with various internal and external media offices in the provision of information related the College. • Submit a semestral report of the pertinent achievements and accomplishments of the students, faculty and staff of the college. • Perform other tasks as may be designated by the Dean.
Physical Facilities Committee Chair: Ric-an Artemio S. Gadin Members: Michelle A. Calda Venice Lou Gabrielle C. Relevo Phoebe Lynn B. Calungsod	<ul style="list-style-type: none"> • Establish and maintain a system of inventory, maintenance, and usage of the College property and facilities. • Spearhead the maintenance of the cleanliness of the classrooms, offices, and surroundings of the College. • Suggest/recommend cost-cutting measures for electricity, supplies, materials, etc. use of the College. • Recommend to the Dean improvements of buildings/classrooms/offices such as lighting, ventilation, etc. as the need arises. • Ensure that college signages, posters, information and bulletin boards are updated and compliant with pertinent laws and regulations. • Perform other tasks as may be designated by the Dean.
Executive Committee (<i>ex-officio</i>) Chair: College Dean	<ul style="list-style-type: none"> • Plan the overall direction of the College in accordance with the thrust of the University. • Implement approved activities and plans for the College.

<p>Members: College Secretary (Secretariat) Academic Coordinator RLE Coordinator Research and Development Coordinator Extension Coordinator Events Committee Chair Physical Facilities Committee Chair</p>	<ul style="list-style-type: none"> • Ensure implementation of programs and activities through direct coordination with persons involved. • Submit a quarterly report. • Perform other tasks as may be designated by the Dean.
<p>Department Personnel Committee</p> <p>Chair: College Dean (<i>ex-officio</i>)</p> <p>Members: Janet Alexis A. De Los Santos (Secretariat) Phoebe Lynn B. Calungsod Ciedelle Honey Lou D. Gapasin Jesusa M. Magno</p>	<ul style="list-style-type: none"> • Evaluate and recommend to the Dean all prospective applicants for academic and non-academic positions in the College. • Discuss and recommend faculty and staff development. • Discuss and recommend actions for personnel-related issues and concerns. • Submit an end-of-year report. • Perform other tasks as may be designated by the Dean.
<p>Events Committee</p> <p>Chair: Phoebe Lynn B. Calungsod</p> <p>Members: Level Coordinators (<i>ex-officio</i>) Physical Facilities Committee Chair (<i>ex-officio</i>) Safety Officer (<i>ex-officio</i>) Venice Lou Gabrielle C. Relevo Diana R. Eclavia</p>	<ul style="list-style-type: none"> • Initiate and spearhead the planning and implementation of programs, projects and activities of the College which include, but are not limited to capping and badge investiture, pinning, team building, etc. • Coordinate with internal and external offices, agencies and organizations in the implementation of activities of the College. • Act as focal committee for organizing sociocultural activities of the College. • Perform other tasks as may be designated by the Dean.
<p>Research Committee</p> <p>Chair: Research and Development Coordinator (<i>ex-officio</i>)</p> <p>Members: Extension Coordinator (<i>ex-officio</i>) Level III Coordinator (<i>ex-officio</i>) Research Advisers (<i>as reflected in Faculty Workload</i>) Joel Rey U. Acob Michelle A. Calda</p>	<ul style="list-style-type: none"> • Establish and maintain students' research-related protocols. • Conduct technical and ethical review and evaluation of research proposals submitted by the faculty and students. • Serve as Student Research Committee in the College. • Review the students' final manuscript before binding and submission. • Initiate the submission and participation of students' research in local, national, and international research conferences. • Perform other tasks as may be designated by the Dean.
<p>Curriculum Committee</p> <p>Chair: Academic Coordinator (<i>ex-officio</i>)</p> <p>Members:</p>	<ul style="list-style-type: none"> • Initiate and spearhead the review and evaluation and recommend for the improvement of the BSN curriculum. • Ensure that curriculum and instructional design are updated and congruent with existing guidelines and policies.

<p>Course Spearheads (<i>as reflected in the Faculty Workload</i>)</p> <p>Janet Alexis De Los Santos Michelle A. Calda Jesusa M. Magno Phoebe Lynn B. Calungsod Ciedelle Honey Lou D. Gapasin</p>	<ul style="list-style-type: none"> • Perform other tasks as may be designated by the Dean.
<p>Instructional Materials Committee</p> <p>Chair: Ciedelle Honey Lou D. Gapasin</p> <p>Members: Devianne Jane E. Daiz Janet Alexis A. De Los Santos Joel Rey U. Acob</p>	<ul style="list-style-type: none"> • Review and recommend to the Dean the approval of course syllabi, table of specifications and other requirements set forth by the University Instructional Materials Review Committee. • Initiate and spearhead the proposal, development, and publication of instructional materials developed by the College for the students. • Establish and maintain a system for the production, compilation and distribution of approved IMs to students. • Perform other tasks as may be designated by the Dean.
<p>Library Committee</p> <p>Chair: Concepcion A. Papong</p> <p>Members: Rolando S. Cabelin, Jr. Diana R. Eclavia</p>	<ul style="list-style-type: none"> • Act as focal committee in the implementation of program, projects and activities of the University Library. • Establish and maintain a system for procurement, organizing, updating, maintenance and lending of references owned by the College. • Perform other tasks as may be determined by the Dean.
<p>Honors and Awards Committee (<i>ex-officio</i>)</p> <p>Chair: College Dean</p> <p>Members: Level Advisers Academic Coordinator RLE Coordinator Department-Based Guidance Facilitator</p>	<ul style="list-style-type: none"> • Develop pertinent guidelines, policies and system for the search and recommendation of faculty, staff and students to various award-giving bodies. • Perform other tasks as may be designated by the Dean.

Please be guided accordingly.