



31 January 2024

MEMORANDUM NO. 127
Series of 2024

T O: Ms. Crislin B. Cruz

R E: Designation as Head, Income Generating Projects

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Income Generating Projects in your concurrent capacity as Director for Resource Generation and Auxiliary Services effective January 1, 2024 until a new appointment will be issued or unless sooner revoked or terminated by higher authorities.

As Head of IGP, you are directed to:

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;

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

Please be guided accordingly.

DANIEL LESLIE S. TAN
OIC-President

cc:	OVPA	OVPSAS	USSO	ODF/Budget	HRMO/RSPPRO	Deans
	OVPAF	OVPPRGAS	IAS	Accounting	Registrar	Directors
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