



19 March 2018

MEMORANDUM NO. 195
Series of 2018

T O: Mrs. Catherine C. Daffon

R E: Designation as Head, Office of Instruction, VSU Isabel Campus

By virtue of the authority vested in me by the VSU Board of Regents and upon recommendation of the Dean, VSU – Isabel Campus, you are hereby designated Head, Office of Instruction vice Prof. Ma. Cecilia L. Tarroza effective immediately until December 31, 2018 or unless sooner revoked or terminated by higher authorities.

The responsibilities of this designated position are as follows:

1. Coordinates the programs and activities of all academic units of the College;
2. Recommends to the College Dean policies and courses of action that will improve the instruction, research and extension programs of the College;
3. Recommends to the College Dean specific courses of action that will enhance staff development of the academic staff of the College;
4. Reviews official recommendations of academic heads and endorses or recommends appropriate action on them to the Dean;
5. Reviews annual progress reports submitted by the academic heads of the College;
6. Makes periodic assessment of the performance of the academic heads and administrative staff directly under this Office and submit appropriate reports/recommendations to the Dean.
7. Reviews the annual budget of the appropriations to the academic heads under this Office and makes appropriate recommendations to the Dean;
8. Presides over and/or attend meetings of committees in which the Heads of the Office of Instruction is Ex-Officio Member/Chairman;
9. Recommends to the College Dean official requests of leave of academic staff;
10. Recommends to the College Dean the investigation and disciplinary action on erring academic department heads in line with established disciplinary policies and procedures of the College; and
11. Performs other functions as may be assigned by the Dean.

Please be guided accordingly.


EDGARDO E. TULIN

✂ President

cc: Head, RDEO	Head, SSO
Head, AFSSO	OVPI
OUS	College Secretary, VSU Isabel
Registrar, VSU Isabel	ODAHRD/PRPEO
Records, VSU Main	Records, VSU Isabel
Prof. Ma. Cecilia Tarroza	File