



22 February 2021

**MEMORANDUM NO.** 104  
Series of 2021

**T O:** Dr. Elwin Jay V. Yu - *ESJ 3/1/21*

**R E:** Designation as Chief of University Services for Health, Emergency and Rescue

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Chief of the University Services for Health, Emergency and Rescue effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Chief, you are directed to:

1. Conduct entrance and periodic (annual) medical and dental examination, as well as prevention;
2. Provide medical and dental services (OPD, ER and In-Patient) to students, faculty, staff and their dependents, as well as residents of neighboring communities;
3. Conduct pre-participation sports evaluation;
4. Provide the University with information on health matters;
5. Provide preventive and control measures of communicable and non-communicable diseases;
6. Assist and provide acceptable standards and recommendation for environmental sanitation;
7. Provide emergency response and rescue service in time of man-made or natural disasters;
8. Keep up to date medical records of faculty, staff and students;
9. Formulate health policies to be observed by the University constituents;
10. Comply with health regulatory requirements (DOH, DENR, FDA, BFP);
11. Submit an annual report and other reports required by the University President;
12. Perform such other duties as maybe prescribed by the President.

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

Please be guided accordingly.

*Edgardo E. Tulin*  
**EDGARDO E. TULIN**  
President

cc:	OVPAA	OVPSAS	ODAHRD/PRPEO	Accounting	Registrar	File
	OVPAF	OVPARGAS	ODF/Budget	Cash	Deans/ Directors	
	OVPREI	OUS	IASO	COA	Records	