



4 March 2024

MEMORANDUM NO. 290
Series of 2024

T O: Dr. Ma. Rachel Kim L. Aure

R E: Designation as Head, Sustainability Development Office

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the Sustainability Development Office effective immediately until a new appointment is issued or unless sooner revoked or terminated by higher authorities.

As Head, you are tasked to:

1. Ensure the VSU's institutional programs are sustainable and in harmony with the SDGs and Philippine Development plans;
2. Open, inclusive, accountable, and effective governance of the University's Sustainable development programs and advancements;
3. Facilitate VSU's linkage with other sustainable development advocate institutions here and abroad and provide ready access to the update of latest status and progress of the University's relevant programs and activities;
4. Assist VSU's preparedness to become a sustainable University and spearhead relevant activities in realizing the SDGs.
6. Participate and/or assist in special projects, and perform associated administrative duties as may be assigned by the University President.

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
OIG-President

cc:	OVPA	OVPSAS	DSO	ODF/Budget	HRMO/RSPPRO	Deans
	OVPAF	OVPPRGAS	IAS	Accounting	Registrar	Directors
	OVPREI	OUS	COA	Cash	Records	File