

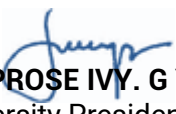


MEMORANDUM NO. 391

Series of 2024

TO: **Mr. Vicente A. Gilos**

RE: **Designation as Chief Librarian**

FROM:  **DR. PROSE IVY. G YEPES**
University President

DATE: **May 21, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Chief Librarian**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Oversee the operation of the University Library;
2. Plan for its maintenance and development;
3. Report its progress and development;
4. Implement and enforce policies, rules and regulations;
5. Select and acquire library materials;
6. Sign standard forms and official papers and documents;
7. Participate in library networks for collection development;
8. Serve as public relations person for the library;
9. Conduct library instructions and orientations; and
10. Support the research needs of its students, faculty and staff.

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

This designation will take effect on **May 22, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPAA	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
	OVPAF	OVPASAS	Registrar	Accounting	Deans	File
	OVPARGAS	Cash	ODF/Budget	COA	Directors	