



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



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3 January 2024

**MEMORANDUM NO.** 06  
Series of 2024

**T O: Dr. Catherine C. Arradaza**  
**R E: Designation as Dean of Graduate School**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Dean of Graduate School effective immediately until a new President shall have been selected or unless sooner revoked or terminated by higher authorities.

As Dean, you are directed to:

1. Supervise and coordinate the administration and governance of graduate studies within the graduate program, serving as a point of contact for graduate students enrolled in the program;
2. Liaise among graduate students, program faculty, and the college and Graduate School administrations;
3. Serve as the program's representative on collegiate and/or University governance committees, as appropriate;
4. Communicate relevant matters to the program faculty or its committees as needed, informing the faculty of graduate education-related policies, deadlines, and programs as appropriate; and forwarding recommendations, nominations, and other information from the faculty to the appropriate collegiate and Graduate School administrations;
5. Provide written criteria to each student upon entry, as to what constitutes acceptable progress through the program and the grounds for the student's termination from it;
6. Receive, arrange for the review of, and monitor the progress of student applications and petitions;
7. Orient and counsel graduate students with respect to program and degree requirements until a permanent adviser is selected and assist in that selection as necessary;
8. Enforce regulations of the University, the relevant collegiate unit(s) and the degree program;
9. Oversee the maintenance of graduate student records and the annual student evaluation process;
10. Provide periodic reports on the program and data to the collegiate dean(s);
11. Carry out such other responsibilities as specified by the college(s);
12. Facilitate a program of professional development activities for graduate students within the program;
13. Promote graduate education at a local, state, national and international level;
14. Provide quality control for all aspects of graduate education and establish policies and standards that define good practice in all graduate programs;
15. Provide leadership in the strategic planning and vision setting for the graduate education at VSU;
16. Lead in the fundraising for graduate education;

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Page 1 of 2  
**FM-OOP-01**  
V4 05-09-2023  
No. 24-06

17. Lead in the internationalization of the VSU graduate education;
18. Coordinate curriculum development for graduate programs;
19. Propose and implement new degree and certificate development for graduate programs.

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

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