



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
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MEMORANDUM NO. 22

Series of 2025

TO: **Dr. Maria Vanessa E. Gabunada**

RE: **Designation as Dean, Faculty of Humanities and Social Sciences**

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

University President

DATE: **January 7, 2025**

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 **Dean, Faculty of Humanities and Social Sciences**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Provide overall leadership and management of the internal and external affairs of the Faculty in support to the vision, mission, and quality policy of the university.
2. Plan, source out funds, and implement the infrastructure, facilities, and equipment needs of the Faculty to meet international standards.
3. Initiate the development and revision of new and existing undergraduate and graduate programs compliant to CHED requirements and international standards.
4. Supervise and coordinate with the different academic departments under the Faculty in the offering of undergraduate and graduate programs to produce globally competitive graduates.
5. Initiate and monitor the conduct of RDE projects of the Faculty and its academic departments.
6. Spearhead the implementation of Faculty-wide activities including but not limited to seminar-workshops, RDE In-house Review, Faculty-wide meetings, and Management Committee Meetings.
7. Supervise and spearhead the implementation of OBE curriculum in the Faculty.
8. Monitor the utilization of Faculty funds and its expenditures, and
9. Represent the Faculty in all university activities.

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

This designation will take effect on **January 8, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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Page 1 of 1
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