



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



Management
System
ISO 9001:2015
www.tuv.com
ID 9108658749

Memorandum No. 19

Series of 2025

TO: **Dr. Glenn G. Pajares**

RE: **Designation as Vice President for Planning and Development**

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 **Vice President for Planning and Development**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Plans, organizes, and directs the overall operation of the Planning and Development offices;
2. Analyzes development needs and develops programs to meet these needs in accordance with established university policies and available resources;
3. Consolidates the accomplishment reports of the different departments, divisions, units of the university/component campuses;
4. Prepares and presents the mid-year and annual accomplishment reports to the Academic and Administrative Councils;
5. Submits the consolidated accomplishment reports to the University President and concerned government agencies;
6. Consolidates the development and strategic plans of the different departments/divisions/units of the university/campuses;
7. Assists in the evaluation of the development plan of the component campuses;
8. Prepares statistical data for planning and budgeting and other purposes;
9. Leads in the development of thoughtful and robust plans such as Medium-Term Development Plan, Land Use Development and Infrastructure Plan (LUDIP), and Site Development Plan/Campus Improvement Plan to determine future capital programs for delivery of university's/campus' buildings facilities, infrastructure, campus landscape, and support services;
10. Serves as staff advisor on campus development projects from feasibility assessment to detailed project designs, systems programming, zoning enforcement, and

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 2
FM-OOP-01
V05 06-06-2024
No. 25-19

coordination with other government regulatory functions vis-a-vis campus standards for architectural features;

11. Communicates best practices, coordination and cooperation efforts with LGUs, national government agencies, and other partners;
12. Recommends actions on requests for variances, conditional use permits, zone changes, and other special requests which are deem necessary to meet university/campus planning goals;
13. Coordinates with the University President in the submission and follow-up of project proposals to potential sources of support;
14. Assists the President in seeking donations and grants-in-aid and physical development of the University;
15. Formulates and maintains design, construction, and maintenance standards for campus development, infrastructure, building, housing, open space, and other physical facilities;
16. Develops policies for acquisition, use and disposition of campus lands;
17. Conducts planning inventories and studies to assess the physical, manpower, and financial resources available or required for implementing development plans for all campuses
18. Formulates and maintain financial and fiscal policies, plans and programs for generating funds for University programs and projects;
19. Formulates and maintain policies and regulations for business enterprises engaged in by the University and its units or permitted to operate on University premises; and
20. Performs such other duties and functions as may be directed by the University President.

As Vice President, 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 to December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

cc: Unit Heads
Office Directors
Faculty Deans
Chancellors
Vice Presidents