



23 June 2023

**MEMORANDUM NO.** 681  
Series of 2023

**T O: Ms. Mikaela M. Gongora**

**R E: Designation as OIC Station Manager, Radio Station DYDC**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Station Manager, Radio Station DYDC effective July 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As OIC Station Manager, you are tasked to:

1. Provide leadership in the implementation of the programs of the Radio Station DYDC including the airing of relevant and timely programs for the benefit of all stakeholders;
2. Ensure a wider coverage of broadcast of programs;
3. Initiate and enable the station to actively involve and support the flexible learning management of the university;
4. Supervise the Radio Station DYDC;
5. Formulate guidelines for the full use and access by clients of the services provided by the Radio Station DYDC;
6. Make recommendations in the improvement, service fees and other management activities of the station.

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

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc:	OVPAA	Registrar	Records
	OVPAF	Cash	File
	OVPPRGAS	Radio Station DYDC	
	OVPREI	OHIA	
	OVPSAS	Accounting	
	OUS	COA	
	ODF/Budget	Deans	
	HRMO/RSPPRO	Directors	