



22 June 2020

MEMORANDUM NO. 188
Series of 2020

T O: Dr. Angelica P. Baldos
R E: Designation as Head, University Review Services

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the University Review Services in your concurrent capacity as Director of the Center for Continuing Education effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Head of URS, you are directed to:

1. Provide leadership and supervision in the planning and implementation of the review classes;
2. Maintain a list of review lectures and tutors;
3. Monitor and evaluate the implementation of review classes;
4. Assess the results of the review classes vis-à-vis the results of the board examinations.

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: OVPA
OVPAF
OVPREI
OVPSAS
OVPPRGAS
OUS
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ODF/Budget
IASO
Accounting
Cash
COA

Registrar
Deans
Directors
Records
File