



8 March 2022

MEMORANDUM NO. 434

Series of 2022

T O: Mr. Mark Donald E. Balo

R E: Designation as Director for Student Affairs and Services, VSU Tolosa Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director for Student Affairs and Services, VSU Tolosa Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.


As Director, you are directed to:

1. Provides assistance that would help students cope with the demands of student life.
2. Formulates programs that would supplement the career plans of the student from recruitment to employment.
3. Develops skills needed for active membership and dynamic leadership in society.
4. Develops among students a strong sense of responsibility that would enable them to meet the actual world of work based on sound spiritual, moral and social concepts and principles.
5. Establishes linkages and tap resources that would give financial and other benefits to students.
6. Maintains wholesome living conditions and provide an atmosphere of a "home away from home" in every student housing facility in the Campus.
7. Leads in the building of strength in character of students, patriotism and nation-building.
8. Coordinates the institutional programs for students, including the monitoring and management of the free tuition programs, (UNIFAST, scholarship, etc.).
9. Leads in the design of student programs that complement their academic learnings with the social dimension of university or college life.

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

This supersedes previous issuances on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: VSU-Tolosa
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OVPAF
OVPREI
OVPSAS
OVPPRGAS
OUS
ODHRM/OHRSPPR
ODF/Budget
OHIA
Deans
Directors
Accounting
Cash
COA
Registrar
Records
File