

**MEMORANDUM NO. 123**

Series of 2025

TO: **All Concerned**

RE: **Reconstitution of the VSU-IGP Board of Management**

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

DATE: **January 8, 2025**

By virtue vested in me by the VSU Board of Regents, you are hereby directed to reconstitute the VSU IGP-Board of Management (IGP-BOM) effective immediately until December 31, 2025 or unless sooner revoked or terminated by higher authorities.

As member of the VSU-IGP Board of Management, you are hereby tasked to do the following general responsibilities:

1. Evaluate and approve proposals for new IGP initiatives and oversee the performance of existing projects to ensure alignment with university goals.
2. Develop manual of operations for the income generating projects
3. Develop and implement policies, guidelines, and strategic plans for the effective and sustainable operation of income-generating projects.
4. Conduct assessments of the performance, profitability, and sustainability of IGP projects through annual IGP project review.
5. Conduct regular monthly meetings and convene special meetings as necessary to address pressing matters.
6. Recommends for approval and implementation of an incentive scheme consummate to the performance of the IGP Project Managers & Staff

**Individual Roles and Responsibilities:**

<b>Dr. Glenn G. Pajares</b>	- Act as Chairman of the VSU-IGP BOM, providing overall leadership and strategic guidance to the Board.
<b>Ms. Crislin Cruz-Cortez</b>	- Serve as Director got Business and Resource Generation. Oversee the operation of the IGP Projects through the regular monitoring of monthly reports.
<b>Ms. Louella C. Ampac</b>	- Provide expertise in managing the financial aspects of IGP operations, including income monitoring and financial planning.
<b>Prof. Marlon M. Tambis</b>	- Lead in the planning to consolidate all agriculture-based IGPs, ensuring coherence and strategic alignment.

<b>Dr. Mark C. Ratilla</b>	- Lead the planning and consolidation of all non-agriculture-based IGPs, ensuring coherence and strategic alignment.
<b>Mr. Randy G. Omega</b>	- Oversee the planning, coordination, and supervision of IGP projects related to accommodations, restaurant/catering, and the beach garden ensuring operational efficiency and profitability.
<b>Atty. Rysan C. Guinocor</b>	- Ensure compliance of all IGP initiatives with applicable legal and regulatory requirements, providing legal advice and support to the Board.
<b>Ms. Ma. Fe L. Gayanillo</b>	- Serve as Secretary of the VSU-IGP BOM, facilitating communication and documentation for the Board.

Please be guided accordingly.