



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



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**Memorandum No. 994**

Series of 2024

TO: **Ms. Mariane U. Dela Peña**

RE: **Designation as OIC Director, Gender and Development**

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

DATE: **December 27, 2024**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **OIC Director, Gender and Development** effective **January 2, 2025 until December 31, 2025** or unless sooner revoked or terminated by higher authorities. You are tasked to do the following:

1. Lead the formulation, implementation, and monitoring of the university's Gender and Development (GAD) programs, plans, and activities.
2. Ensure compliance with national policies and guidelines on gender and development, including the Philippine Commission on Women (PCW) standards.
3. Develop and implement strategies to promote gender equality and inclusivity within the VSU academic community.
4. Conduct gender sensitivity training and capacity-building programs for faculty, staff, and students.
5. Oversee the integration of GAD principles into university policies, curricula, and research initiatives.
6. Monitor and evaluate the progress of GAD initiatives, preparing reports and recommendations for improvement.
7. Advocate for the protection and promotion of the rights and welfare of women and other marginalized groups within the university.
8. Collaborate with government agencies, non-governmental organizations, and other stakeholders to advance GAD-related initiatives.
9. Manage the GAD budget and ensure its proper utilization for approved programs and activities.
10. Perform other tasks as assigned by the University President.

**OFFICE OF THE PRESIDENT**

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

For your information, proper guidance, and usual support.

cc:       Unit Heads  
          Office Directors  
          College Deans  
          Chancellors  
          Vice President