



MEMORANDUM NO. 341

Series of 2024

TO: **Dr. Luzviminda A. Tajos**

RE: **Designation as Chancellor of VSU Isabel Campus**

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

DATE: **May 3, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Chancellor of the VSU Isabel Campus**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Report to the President of the University;
2. Perform the duties and functions in the overall management, supervision, and administration of the Component Campus;
3. Set the strategic direction that the Campus takes in order to accomplish its mandates and responsibilities;
4. Supervise the Office of the Disaster Risk Reduction Management, Office of the Sports, Culture and the Arts Affairs, Office of the Gender and Development, Office of the Alumni, Office of the MIS, Office of the Chief of Health Services and the Office the Internal Audit of the campus;
5. Perform delegated authorities by University President and the Board of Regents;
6. Implement policies adopted by the Board as relating to the Component Campus;
7. Exercise academic powers as provided by the VSU code such as presiding in meetings of the Academic Council and the Administrative Council;
8. Recommend faculty and staff to establish administrative offices;
9. Exercise power over fiscal matters of the Component Campus;
10. Provides overall leadership and supervision in the campus in all areas such as academic affairs, student affairs, administrative and fiscal affairs including research and development programs and extension services programs;
11. Recommends to the University President appointments of faculty members and administrative staff on the basis of merit and fitness, subject to the confirmation of the VSU Board of Regents (BOR);
12. Takes lead in enhancing the research and innovations with the involvement of faculty members in close coordination with the Office of the VPREI of the University;
13. Maintains good working relationships and communicates effectively with administration, faculty, staff, students and other clients;

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14. Approves disbursement vouchers/payrolls and signs checks for Personal Services and procurement of supplies, materials and other expenditures as may be deemed necessary for the smooth, effective and efficient operation of the campus;
15. Signs contracts involving an amount of not more than what is prescribed by the Governing Board;
16. Recommends to the university councils approval of curricula, programs, projects, rules, policies and disciplines;
17. Ensures strict adherence to the internal policies, rules and regulations as well as statutory requirements and accreditation standards;
18. Manages the campus budget and provides funding alternative and solutions for new initiatives, programs, projects, services and other interests of the campus;
19. Works closely with the VPAA, VPSAS, VPAF and VPREI, and VPPRGAS, and other officials of the University in defining and shaping the strategic priorities and directions of the campus;
20. Submits accomplishment reports to the University President;
21. Conducts regular meeting with academic and administrative staff; and
22. Performs other duties as may be assigned by the University President.

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

This designation will take effect on **May 6, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPA OVPAF OVPPRGAS	OVPREI OVPSAS Cash	HRMO/RSPPRO Registrar ODF/Budget	OUS Accounting COA	OHIA Deans Directors	Records File VSU Isabel
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