



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 849
Series of 2024

TO: Engr. Edgardo C. Ochavillo

RE: Designation as Alumni Communicator of the Department of Mechanical Engineering (DME) for A.Y. 2024-2025


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

DATE: **October 1, 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 **Alumni Communicator of the Department of Mechanical Engineering (DME) for A.Y. 2024-2025** with a workload point of 1.0 per semester.

As Alumni Communicator, you are expected to:

1. Attend any scheduled meetings among Alumni Communicators (AC).
2. Accept and cooperate with any planned activity assignment related to a scheduled alumni activity. Contribute one's talent for the success of the alumni activity.
3. Act as the point person in the department to link the Department alumni (whether campus-based or from around the world) to the Alumni Association's Activity and program.
4. Contribute news or feature article about the Department's alumni activity or project or news- worthy achievement. Include title of the activity, number of alumni attendees and other activity highlight and email the list to ACRO.
5. Facilitate sending important google docs to their respective alumni as scheduled.
6. Provide the following data to ACRO every end of June and December of each year:
 - Number of alumni tracer studies conducted in the unit or college
 - Names of alumni from their unit occupying key positions in public or private institutions including NGOs
 - Number of alumni acting as visiting professors/researchers
 - Number of alumni acting as resource persons in trainings, seminars and conferences
 - Number of alumni attending and presenting paper on in-house research review sessions and planning workshops
 - Number of students sent to OJT or internship via alumni facilitation
 - Name of faculty mentored by alumni connected in other institutions
 - Name of alumni receiving an award for their contribution to the university
 - Updated list of campus-based alumni including the newly hired alumni from the unit

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

For your usual support in this capacity.

OFFICE OF THE PRESIDENT

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