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Office of the President

14 July 2009

MEMORANDUM NO. 155

Series of 2009

T O: Ms. Erleta S. Pinero

R E: Designation as Head of the Department of Nursing

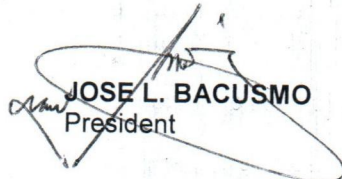
By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Head of the Department of Nursing under the Special Programs effective immediately until December 31, 2009 or unless sooner revoked or terminated by higher authorities.

The responsibilities of the said position are as follows:

1. Plan, organize, and periodically review and evaluate the activities of the BSN program;
2. Make periodic assessment of the performance of the staff members and submit appropriate reports to the Dean;
3. Recommend specific courses of action for staff development, including participation in seminars, scholarships, and other programs of professional advancement;
4. Undertake budget analysis and submit annual and five-year development plan;
5. Negotiate and prepare memorandum of agreements for hospital affiliation;
6. Coordinate with the Board of Nursing for PRC Licensure;
7. Take charge of the workload distribution of the teaching staff;
8. Prepare and submit annual report;
9. Take charge of the laboratory facilities in terms of custody, cleanliness and maintenance; and
10. Perform such other functions as the Dean of Special Programs may assign.

As ^{Head} ~~Dean~~, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPAA ODF
OVPAF ODA
OVPPRG COA
OVPRE HRMDO
OUS Accounting
Deans Records
Directors File