

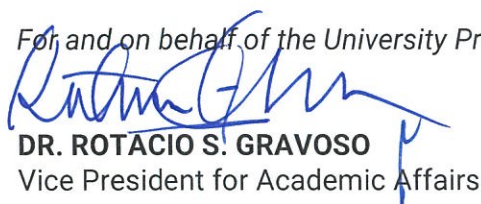
MEMORANDUM NO. 259
Series of 2025

TO: **Mr. Joshua Mhel Boncalon**

RE: **Designation as In-charge of Student Services Systems under the Management Information Systems (MIS) Unit**

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

For and on behalf of the University President:



DR. ROTACIO S. GRAVOSO
Vice President for Academic Affairs

DATE: **January 30, 2025**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the ICTMC Director, you are hereby designated as **In-charge of Student Services Systems under the Management Information Systems (MIS) Unit** effective immediately until December 31, 2025, or unless sooner revoked or terminated by higher authorities.

As In-charge, you are directed to:

1. System Administration:

- Overseeing the operation and maintenance of student services systems, including enrollment, admissions, student records, and grading systems.
- Ensuring seamless integration of student services systems with other university platforms.

2. Development and Optimization:

- Identifying areas for improvement and recommending updates or enhancements to student services systems.
- Collaborating with developers and stakeholders to implement new features or modules.

3. Use Support and Training:

- Providing technical support to students, faculty, and staff who utilize the systems.
- Conducting training sessions or creating user guides to educate stakeholders on system functionalities.

4. Data Management:

- Ensuring accurate and secure storage of student data in compliance with data privacy regulations.

- Facilitating data retrieval and reporting for academic and administrative purposes.

5. Reporting System Performance:

- Regularly reporting to the Head of MIS on the performance, updates, and any challenges of the student services systems.

6. Data Analysis:

- Coordinate with the development of the executive dashboard developer and it's implementation.
- Create and develop local analytics to be used for decision-making.

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

Please be guided accordingly.