



1 February 2024

**MEMORANDUM NO.** 218

Series of 2024

**T O: Mr. Kent Jan Beldia**

**R E: Designation as Head, Career and Job Placement Services**


By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Career and Job Placement Services effective February 1, 2024 until a new appointment will be issued or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Coordinate with government and private agencies that needs manpower for hiring;
2. Provide training on writing application letters, resumes or curriculum vitae;
3. Design programs where students can be oriented with the challenges of the workplace.

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

Please be guided accordingly.

  
**DANIEL LESLIE S. TAN**,  
OIC-President

cc: OVPAA  
OVPAF  
OVPREI  
OVPSAS  
OVPPRGAS  
**Records**  
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