




**MEMORANDUM NO. 436**

Series of 2024

TO: **Dr. Marilyn M. Belarmino**

RE: **Designation as Dean of Graduate School**

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

DATE: **May 21, 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 **Dean of Graduate School**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Supervise and coordinate the administration and governance of graduate studies within the graduate program, serving as a point of contact for graduate students enrolled in the program;
2. Liaise among graduate students, program faculty, and the college and Graduate School administrations;
3. Serve as the program's representative on collegiate and/or University governance committees, as appropriate;
4. Communicate relevant matters to the program faculty or its committees as needed, informing the faculty of graduate education-related policies, deadlines, and programs as appropriate; and forwarding recommendations, nominations, and other information from the faculty to the appropriate collegiate and Graduate School administrations;
5. Provide written criteria to each student upon entry, as to what constitutes acceptable progress through the program and the grounds for the student's termination from it;
6. Receive, arrange for the review of, and monitor the progress of student applications and petitions;
7. Orient and counsel graduate students with respect to program and degree requirements until a permanent adviser is selected and assist in that selection as necessary;
8. Enforce regulations of the University, the relevant collegiate unit(s) and the degree program;
9. Oversee the maintenance of graduate student records and the annual student evaluation process;
10. Provide periodic reports on the program and data to the collegiate dean(s);
11. Carry out such other responsibilities as specified by the college(s);
12. Facilitate a program of professional development activities for graduate students within the program;
13. Promote graduate education at a local, state, national and international level;
14. Provide quality control for all aspects of graduate education and establish policies and standards that define good practice in all graduate programs;

**OFFICE OF THE PRESIDENT**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph) | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000

15. Provide leadership in the strategic planning and vision setting for the graduate education at VSU;
16. Lead in the fundraising for graduate education;
17. Lead in the internationalization of the VSU graduate education;
18. Coordinate curriculum development for graduate programs;
19. Propose and implement new degree and certificate development for graduate programs.

As Dean, 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 22, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPAA	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
	OVPAF	OVPSAS	Registrar	Accounting	Deans	File
	OVPPRGAS	Cash	ODF/Budget	COA	Directors	