

**Memorandum No. 362**

Series of 2025

TO: **Dr. Catherine L. Chan**

RE: **Designation as Chancellor for VSU Isabel and Relieve from Designation as OIC-Chancellor**

FROM:   
**PROSE IVY G. YEPES, EdD**  
University President

DATE: **February 14, 2025**

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 Chancellor of VSU Isabel. With this appointment, you are relieved of your previous designation as Officer-in-Chancellor (OIC) Chancellor.

As Chancellor, you will perform the following duties and responsibilities in addition to your regular functions:

1. Report to the President of the University;
2. Perform the duties and functions in the overall management, supervision, and administration of VSU Isabel;
3. Set the strategic direction that VSU Isabel takes in order to accomplish its mandates and responsibilities;
4. Perform delegated authorities by University President and the Board of Regents;
5. Implement policies adopted by the Board of Regents as relating to VSU Isabel;
6. Exercise academic powers as provided by the VSU code;
7. Recommend faculty and staff to establish administrative offices;
8. Exercise power over fiscal matters of VSU Isabel
9. Provides overall leadership and supervision in VSU Isabel in all areas such as academic affairs, student affairs, administrative and fiscal affairs including research and development programs and extension services programs;
10. Recommends to the University President appointments of faculty members and administrative staff on the basis of merit and fitness, subject to the confirmation of the VSU Board of Regents (BOR);
11. Takes lead in enhancing the research and innovations with the involvement of faculty members in close coordination with the Office of the VPREI of the University;
12. Maintains good working relationships and communicates effectively with administration, faculty, staff, students and other clients;
13. Approves disbursement vouchers/payrolls and signs checks for Personal Services and procurement of supplies, materials and other expenditures as may be deemed necessary for the smooth, effective and efficient operation of VSU Isabel;
14. Signs contracts involving an amount of not more than what is prescribed by the Governing Board;

**OFFICE OF THE PRESIDENT**

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15. Recommends to the university councils approval of curricula, programs, projects, rules, policies and disciplines;
16. Ensures strict adherence to the internal policies, rules and regulations as well as statutory requirements and accreditation standards;
17. Manages the budget and provides funding alternative and solutions for new initiatives, programs, projects, services and other interests of VSU Isabel;
18. Works closely with the Vice Presidents and other officials of the University in defining and shaping the strategic priorities and directions of VSU Isabel;
19. Submits accomplishment reports to the University President;
20. Conducts regular meeting with academic and administrative staff; and
21. Performs other duties as may be assigned by the University President.

As Chancellor, you are entitled to the privileges and responsibilities attached to the position, subject to pertinent policies.

This designation will take effect on **February 17, 2025 to December 31, 2025** or unless revoked earlier.

Please be guided accordingly.