



12 July 2023

**MEMORANDUM NO.** 706  
Series of 2023

**T O: Dr. Christy M. Desades**

**R E: Designation as OIC Director, Center for Continuing Education Office**

In addition to your present duties and responsibilities and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Director of the Center for Continuing Education Office effective August 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As OIC Director, you are directed to:

1. Provide leadership and supervision in the planning and implementation of the different programs of the CCE;
2. Sustain the partnerships between VSU and the Professional Regulation Commission;
3. Manage the utilization of the building as venue for academic, scientific and socio-cultural activities;
4. Monitor and evaluate the implementation of review classes and the continuing professional development and education;
5. Collect data and initiate the analysis on the performance of VSU graduates in various licensure examinations.

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

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

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