

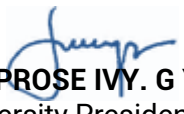


MEMORANDUM NO. 382

Series of 2024

TO: **Dr. Christina A. Gabrillo**

RE: **Designation as Dean of Students**

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 Students**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

Take charge of all programs and services involving student welfare, development and institutional student support services. Specifically;

1. Formulates policies concerning student welfare.
2. Facilitates solutions to student petitions, problems, and grievances, acting as a liaison between student organizations, faculty, and staff.
3. Ensures the provision of adequate and excellent services, physical facilities, and resources to accommodate a growing enrollment, aligning with the university's vision, mission, and goals.
4. Conducts consultation meetings with students, parents, faculty, advisers, deans, and/or directors on student-related matters.
5. Oversees the enrollment of new students, adhering to established admission criteria, and coordinates with other offices to ensure a smooth enrollment process.
6. Assists in establishing connections with potential donors, sponsors, and benefactors for scholarship grants.
7. Implements enrollment and student scholarship policies and guidelines outlined in the student manual.
8. Submits monthly accomplishment reports to the Office of the Vice President for Student Affairs and Services (OVPSAS).
9. Conducts evaluations of office/departmental performance under the Dean of Students Office (DSO), recommending effective strategies for improvement.
10. Participates in policy and guideline formulation, decision-making, and attends meetings called by the VPSAS, deans, directors, and department heads to address student concerns.
11. Conducts periodic surveys of boarding houses and residential establishments near the campus to ensure student safety.
12. Coordinates with local government units to implement ordinances and policies beneficial to students.
13. Undertakes research projects with DSO heads and VITA campuses to evaluate the effectiveness of student personnel services systematically.

OFFICE OF THE PRESIDENT

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14. Develops action plans for the university based on office performance, aiming to evaluate its effectiveness.
15. Holds regular meetings with unit heads and coordinators under DSO.
16. Prepares the annual procurement plan for the office.
17. Performs additional tasks as assigned by VPSAS.

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	