




MEMORANDUM NO. 454

Series of 2024

TO: **Ms. Crislin C. Cortes**

RE: **Designation as Director for Resource Generation and Auxiliary Services**

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: **May 22, 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 **Director for Resource Generation and Auxiliary Services Office**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Provide assistance to the VP for Planning and Resource Generation in the management of the IGP and STF projects of the University including VSU Market, Fast Food Centers;
2. Manage the Land Use and Agribusiness Project Units of the University; provide financial and other operational data for each project for data banking;
3. Conduct inventories and analyze physical and manpower resources in order to formulate programs and projects to generate income from VSU's landholdings and research derived technologies;
4. Crafts policies to enhance the potential of IGP, regulate business enterprises engaged in by the University, its units, and those permitted to operate in the campus;
5. Regularly review the manual of operation of the IGP and ensure that IGP generated funds are plowed back to the University coffer to support the University activities;
6. Lead in the review of the IGP projects with the Board of Management;
7. Conduct feasibility studies to professionalize and upgrade IGP services in food and accommodation, agricultural production and management of the business center.

As Director, 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 23, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.