




MEMORANDUM NO. 390

Series of 2024

TO: **Mr. Kent John Beldia**

RE: **Designation as Head, Career and Job Placement Services Office**

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 **Head, Career and Job Placement Services Office**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Coordinate with government and private agencies that needs manpower for hiring;
2. Provide training on writing application letters, resumes or curriculum vitae;
3. Design programs where students can be oriented with the challenges of the workplace.

As Head, 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:	OVPA	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
	OVPAF	OVPSAS	Registrar	Accounting	Deans	File
	OVPPRGAS	Cash	ODF/Budget	COA	Directors	