

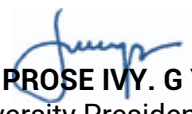


MEMORANDUM NO. 389

Series of 2024

TO: **Ms. Chona A. Brit**

RE: **Designation as Head, Student Welfare 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, Student Welfare Services Office**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Develop information materials of VSU's VMG, RA's affecting students, student's right, healthy life style, etc.;
2. Design and deliver comprehensive orientation program for the new, returning and continuing students especially those PWDs that would help students cope with the demands of student life;
3. Formulate programs that would supplement the career plans of the student from recruitment to employment;
4. Implement an integrated approach through guidance and counselling for the development of students and helping them to utilize their potentials to the fullest; and
5. Network with the other schools, community, alumni and other relevant agencies for the career and job opportunities.

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:	OVPAA	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
	OVPAF	OVPASAS	Registrar	Accounting	Deans	File
	OVPPRGAS	Cash	ODF/Budget	COA	Directors	

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