



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



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MEMORANDUM NO. 827
Series of 2024

TO: Ms. Letty Jean C. Lor

RE: Designation as OIC Head, Gender Resource Center

FROM: DR. PROSE IVY. G YEPES
University President

DATE: September 30, 2024

As per recommendation by the Director for Administrative Services, 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 **OIC Head, Gender Resource Center**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Lead gender mainstreaming perspective in agency/department policies, plans and programs;
2. Assist in the formulation of new policies such as GAD Code in advancing women's status;
3. Lead in setting up appropriate systems and mechanism to ensure the processing, review and updating of sex disaggregated data or GAD database to serve as basis in performance-based gender-responsive planning;
4. Coordinate efforts of different divisions, offices, units of the agency and advocate for the integration of GAD perspectives in all their systems and processes
5. Prepare/implement agency annual performance-based GAD plans, programs and budget
6. Lead in monitoring the effective implementation of GAD-related policies and GAD plans, programs and budget
7. Strengthen external links with other agencies or organizations working on women's rights and GAD to harmonize and synchronize GAD efforts at various levels of governance
8. Promote and actively pursue the participation of women and gender advocates, other civil society groups and private organizations in the various stages of development planning cycle, giving special attention to the marginalized sectors;
9. Provide a venue where personnel can be capacitated on GAD as part of its regular human resource development program
10. Lead in the accreditation of GAD as Resource Center provided by CMO 1. S. 2015 and ensure the continual accreditation status the center;
11. Implement VSU BOR Resolution No. 66, series of 2002

As OIC 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 **October 1, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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