



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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Memorandum No. 985

Series of 2024

TO: **Dr. Reynaldo V. Mollejon**

RE: **Designation as Chancellor, VSU Villaba**

FROM: **DR. PROSE IVY G. YEPES**
University President

DATE: **December 27, 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 **Chancellor of VSU Villaba**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Report to the President of the University;
2. Perform the duties and functions in the overall management, supervision, and administration of VSU Villaba;
3. Set the strategic direction that VSU Villaba takes in order to accomplish its mandates and responsibilities;
4. Perform delegated authorities by University President and the Board of Regents;
5. Implement policies adopted by the Board of Regents as relating to VSU Villaba;
6. Exercise academic powers as provided by the VSU code;
7. Recommend faculty and staff to establish administrative offices;
8. Exercise power over fiscal matters of VSU Villaba
9. Provides overall leadership and supervision in VSU Villaba in all areas such as academic affairs, student affairs, administrative and fiscal affairs including research and development programs and extension services programs;
10. Recommends to the University President appointments of faculty members and administrative staff on the basis of merit and fitness, subject to the confirmation of the VSU Board of Regents (BOR);
11. Takes lead in enhancing the research and innovations with the involvement of faculty members in close coordination with the Office of the VPRES of the University;
12. Maintains good working relationships and communicates effectively with administration, faculty, staff, students and other clients;

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Page 1 of 2
FM-OOP-01
V05 06-06-2024
No. 24-985

13. Approves disbursement vouchers/payrolls and signs checks for Personal Services and procurement of supplies, materials and other expenditures as may be deemed necessary for the smooth, effective and efficient operation of VSU Villaba;
14. Signs contracts involving an amount of not more than what is prescribed by the Governing Board;
15. Recommends to the university councils approval of curricula, programs, projects, rules, policies and disciplines;
16. Ensures strict adherence to the internal policies, rules and regulations as well as statutory requirements and accreditation standards;
17. Manages the budget and provides funding alternative and solutions for new initiatives, programs, projects, services and other interests of VSU Villaba;
18. Works closely with the Vice Presidents and other officials of the University in defining and shaping the strategic priorities and directions of VSU Villaba;
19. Submits accomplishment reports to the University President;
20. Conducts regular meeting with academic and administrative staff; and
21. Performs other duties as may be assigned by the University President.

As Chancellor, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This designation will take effect on **January 2, 2025 to December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

cc: Unit Heads
Office Directors
Faculty Deans
Chancellors
Vice Presidents