



12 July 2023

**MEMORANDUM NO. 707**

Series of 2023

**T O: Dr. Christy M. Desades**

**R E: Designation as OIC Head, Continuing Professional Development Office**

In addition to your present duties and responsibilities and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Head of the Continuing Professional Development Office effective August 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As OIC Head, you are directed to:

1. Provide leadership and management in developing accredited programs by the Professional Regulatory Commission for licensed practitioners for their long-term professional success;
2. Initiate the plans for updated topics of trainings and short-term courses to enhance the career path of academic faculty, staff and other stakeholders;
3. Develop and enhance people and job excellence through the formulation, implementation and monitoring of enhancement programs aligned with the University/industry goals;
4. Coordinate with other government and private institutions relative to their training and development program needs;
5. Conduct competency and skills-based trainings that meet work targets, and an individual's personal and career objectives; and
6. Survey the needed expertise and maintain a list of lecturers and trainers for each needed skill, proficiencies and aptitude.

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

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc:	OVPAA	OVPSAS	USSO	ODF/Budget	HRMO/RSPPRO	Deans
	OVPAF	OVPPRGAS	OHIA	Accounting	Registrar	Directors
	OVPREI	OUS	COA	Cash	Records	File