



14 February 2024

MEMORANDUM NO. 225
Series of 2024

- T O:**
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|-----------------------------------|-------------------------|
| Mr. Samuel Bernaldez | - Foresters |
| Dr. Ulysses A. Cagasan | - Agriculturists |
| Dr. Mark Gil A. Vega | - Professional Teachers |
| Dr. Janet Alexis A. De Los Santos | - Nurses |
| Mr. Mark Ryan R. Tripole | - Chemists |
| Dr. Harvie P. Portugaliza | - Veterinary Doctors |
| Ms. Jessielyn M. Abordo | - Criminologists |
| Prof. Florentino F. Morales, Jr. | - Engineers |
- R E:** Designation as Program Coordinators for Continuing Professional Development (CPD) Trainings

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the OIC Head, CPDO, you are hereby designated Program Coordinators for Continuing Professional Development (CPD) Trainings effective immediately until a new President shall have been selected or unless sooner revoked or terminated by higher authorities.

The duties and responsibilities of the Program Coordinators:

1. Provide advice to the Head in the planning and design of CPD training programs that are needed/suited to the needs of the faculty members concerned.
2. Assist the Head in the implementation of CPD trainings of which he/she is the Program Coordinator; and
3. Assist the Head in the filling-in of the Report of Completion to be submitted to Professional Regulation Commission.

Kindly coordinate with the OIC Head, CPDO regarding this assignment.

Please be guided accordingly.

DANIEL LESLIE S. TAN
OIC President