



30 January 2023

MEMORANDUM NO. 221
Series of 2023

T O: Mr. Toni Marc L. Dargantes
R E: Designation as OIC Head, Planning Office

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Head, Planning Office effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As OIC Head, you are directed to:

1. Institutional Planning Section
 - a. Assist the Director for Planning in initiating long-range planning, operational or work and financial plans, and annual plans for the university, colleges and departments, institutes and research centers;
 - a. Recommend to the Director for Planning, and VP for Planning, Resource Generation and Auxiliary Services basic policies and guidelines for the preparation of the institutional budget, work and financial plans, including detailed allocation of funds for capital outlays and closely coordinate with the Budget Division in the preparation of the University budget for submission to the Department of Budget and Management and the National Economic Development Authority;
 - b. Monitor and evaluate the development plans and projects of the University;
 - c. Conduct the initial performance assessment of the various offices of the University based on the submitted Office Performance Commitment and Review Form;
 - d. Collect, analyze, and submit University-wide corporate data for external reporting and ranking agencies;
 - e. Lead in the conduct of university performance planning and review conference annually.
2. Physical Planning Section
 - a. Assist the Director for Planning in preparing the master plan for the physical development of the main and external campuses based on the established Land Use Plan;
 - b. Advise, assist and coordinate campus development planning efforts;
 - c. Regularly examine or update the Land Use Plan and establish standards for campus development, infrastructure, building, housing, open space, and other physical facilities;
 - d. Implement inventories of land use, physical infrastructure and assess manpower and financial resources to support implementation of development plans;

- e. Maintain a list of physical development plans for possible financing from donors or government fund.

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

This Memorandum supersedes OP Memorandum # 248, series of 2022.

Please be guided accordingly.


EDGARDO E. TULIN
President

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