



MEMORANDUM NO. 387

Series of 2024

TO: **Mr. Junito A. Panonce**

RE: **Designation as Head, Institutional Student Programs and Services Office**

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

DATE: **May 21, 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 **Head, Institutional Student Programs and Services Office**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Plan and implement programs and activities to facilitate the delivery of essential services such as program marketing, recruitment of students, admission, housing, and spiritual upliftment of students including services for the students with special needs;
2. Expedite billing preparation for the tuition and other school fees, submit students for tertiary education subsidy and facilitate loan application of students;
3. Facilitate proper implementation of the scholarships and grants to deserving students;
4. Facilitate accommodation of students in dormitories and cottages and maintain these facilities; and
5. Coordinate with other student support units in the delivery of programs on food, health and security and safety, sports, cultural, and community involvement.

As 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 **May 22, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

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| cc: | OVPA | OVPREI | HRMO/RSPPRO | OUS | IAS | Records |
| | OVPAF | OVPSAS | Registrar | Accounting | Deans | File |
| | OVPPRGAS | Cash | ODF/Budget | COA | Directors | |

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