



17 March 2023

MEMORANDUM NO. 565
Series of 2023

T O: All Concerned

**R E: Designation as In-Charge of the Different Sections/Areas of the
Culture and Arts Center**

To ensure the effective, efficient and continued operation of the Culture and Arts Center, you are hereby designated as In-Charge of the different Sections/Areas of the said Center effective immediately until December 31, 2023.

1. Mr. Jesus Freddy M. Baldos (OPO)
Performing Arts Dept., Choral Section Coordinator

Functions:

- Coordinates, plans, organizes and supervises VSU choir productions and programs;
- Conducts research on the current trends of choral music;
- Takes the lead in the acquisition of musical scores for a repertoire;
- Conducts screening of new members of the VSU Choral Ensemble;
- Serves as coach/trainer in choral singing performances in any VSU CAC productions and represents the university in any choral/singing competitions within and outside the university;
- Prepares the repertoire for big productions i.e concert;
- Facilitates in giving incentives to the bonafide members of the VSU Choral Ensemble;
- Gives the midterm and final grades of VSU Choral Ensemble members who are taking basic Physical Education subjects as approved by the VSU BOR;
- Attends trainings relative to choral singing and conducting for professional growth; Assists in the procurement of music supplies/costumes for all choral singing productions of the CAC;
- Supports the development of the VSU arts community and promotes public appreciations for the arts;
- Performs other duties and responsibilities assigned by the CAC Head.

CAC IEC and Publications Asst. Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC IEC and publications projects and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in creating marketing materials for the VSU CAC IECs and publications with the help of the CAC and university marketing and promotions staff.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.

- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety Protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

2. Mr. Jovel M. Aberilla (IHK)
Performing Arts Dept., Folk Dance and Contemporary Dance Section Coordinator

Functions:

- Serves as the Artistic Director of the Visayas State University Dance Company. The position entails the following responsibilities:
 - Creating the organization program. i.e. Selecting the shows that will be displayed during the year.
 - Conceptualize and direct cultural and production performances.
 - Choreograph and critique performances.
 - Scout performers as member of the Visayas State University Dance Company.
 - Train and manage VSU Dance Company as a whole.
 - Suggest, contribute, share, and comment ideas for the improvement of every Production.
 - Assist procurement of dance supplies, design costumes, and orchestrate performances for various programs and activities in the University.
 - Setting the schedule production for the year.
 - Being in charge of theatrical development: commissioning scripts and story boards in dance production.
 - Determine how best to represent a concept visually.
 - In charge in giving grades of Physical Education classes for the official members of the dance company.
- Coordinate activities with other artistic and creative departments of VSU- CAC.
- Attendance in dance seminars/workshops to upgrade new trends in Dance.
- Engage in the organization and preparation of trainings, as well as the execution of research and extension programs for VSU- CAC.
- Produce arts and culture- related IECs and other publication materials for VSU- CAC.
- Attend required staff meetings and trainings designated by the VSU- CAC.
- Perform tasks within the rules and guidelines of the VSU's health and safety protocols.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.

3. Mr. Dennis Joel L. Cerna (IHK)
Performing Arts Dept., Folk Dance and Contemporary Dance Asst. Section Coordinator

Functions:

- Assists, together with the Artistic Director, in creating and choreographing Dance Productions.
- Supervise, support and coach the members of the VSU Dance Company in VSU CAC Productions and competitions on and off campus.
- Assist in coordinating, planning, organizing and supervising the various VSU CAC Dance Company Dance Productions and Programs.
- Assist in the procurement of Dance Company supplies/ costumes for all dance productions of the VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.

- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Attendance in dance seminars/workshops to upgrade new trends in Dance.
- Perform tasks within the rules and guidelines of the VSU's health and safety protocols.

4. Ms. Anna Beth A. Varron (IHK)

Performing Arts Dept., Folk Dance and Contemporary Dance Asst. Section Coordinator

Functions:

- Assists, together with the Artistic Director, in creating and choreographing Dance Productions.
- Supervise, support and coach the members of the VSU Dance Company in VSU CAC Productions and competitions on and off campus.
- Assist in coordinating, planning, organizing and supervising the various VSU CAC Dance Company Dance Productions and Programs.
- Assist in the procurement of Dance Company supplies/ costumes for all dance productions of the VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Attendance in dance seminars/workshops to upgrade new trends in Dance.
- Perform tasks within the rules and guidelines of the VSU's health and safety protocols.

5. Ms. Gilda P. Nayre (DLABS)

Performing Arts Dept., Philippine Indigenous Music Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC music productions and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in the procurement of music supplies/costumes for all music productions of the VSU CAC.
- Supervise and coach dances music performers in VSU CAC productions and competitions on and off campus.
- Assist in creating marketing materials for the VSU CAC music productions with the help of the CAC and university marketing and promotions staff.
- Assist in organizing, coordinating trainings, and conducting research and extension activities with VSU CAC.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

Marketing and Promotions Section Coordinator

Functions:

- Assist in coordinate, plan, organize and supervise the various VSU CAC marketing and promotions.

- Support the development of the arts community and to promote increased public appreciation for the arts.
- Assist in the procurement of visual arts supplies/uniforms for all marketing and promotions events of the VSU CAC.
- Produce marketing and promotions materials for the VSU CAC and coordinate with the overall university marketing and promotions staff.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.

6. Mr. Christian Vie Baldonado (CoN)
Performing Arts Dept., Philippine Indigenous Music Asst. Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC music productions and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in the procurement of music supplies/costumes for all music productions of the VSU CAC.
- Supervise and coach dances music performers in VSU CAC productions and competitions on and off campus.
- Assist in creating marketing materials for the VSU CAC music productions with the help of the CAC and university marketing and promotions staff.
- Assist in organizing, coordinating trainings, and conducting research and extension activities with VSU CAC.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

7. Engr. Philip Caesar L. Ebit (DME)
Performing Arts Dept., Philippine Indigenous Music, Asst. Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC music productions and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in the procurement of music supplies/costumes for all music productions of the VSU CAC.
- Supervise and coach dances music performers in VSU CAC productions and competitions on and off campus.
- Assist in creating marketing materials for the VSU CAC music productions with the help of the CAC and university marketing and promotions staff.
- Assist in organizing, coordinating trainings, and conducting research and extension activities with VSU CAC.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.

- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

8. Dr. Aleli A. Villocino (OVPSAS)
Head, Performing Arts Dept. and Classical Music Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC music productions and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in the procurement of music supplies/costumes for all music productions of the VSU CAC.
- Supervise and coach dances music performers in VSU CAC productions and competitions on and off campus.
- Assist in creating marketing materials for the VSU CAC music productions with the help of the CAC and university marketing and promotions staff.
- Assist in organizing, coordinating trainings, and conducting research and extension activities with VSU CAC.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

CAC Research and Extension Asst. Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC research and extension projects and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in creating marketing materials for the VSU CAC research and extension activities with the help of the CAC and university marketing and promotions staff.
- Produce arts and culture-related IECs and other publication materials on research and extension for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

CAC IEC and Publications Asst. Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC IEC and publications projects and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in creating marketing materials for the VSU CAC IECs and publications with the help of the CAC and university marketing and promotions staff.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU

9. Mr. Joselle Cayetano (IHK) Performing Arts Dept. & Classical Music Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC music productions and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in the procurement of music supplies/costumes for all music productions of the VSU CAC.
- Supervise and coach dances music performers in VSU CAC productions and competitions on and off campus.
- Assist in creating marketing materials for the VSU CAC music productions with the help of the CAC and university marketing and promotions staff.
- Assist in organizing, coordinating trainings, and conducting research and extension activities with VSU CAC.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

10. Dr. Annie A. Parmis (DLABS) Performing Arts Dept., Theater Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC theater productions and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in the procurement of theater supplies/costumes for all theater productions of the VSU CAC.

- Supervise and coach theater performers in VSU CAC productions and competitions on and off campus.
- Assist in creating marketing materials for the VSU CAC theater productions with the help of the CAC and university marketing and promotions staff.
- Assist in organizing, coordinating trainings, and conducting research and extension activities with VSU CAC.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

CAC Research and Extension Asst. Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC research and extension projects and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in creating marketing materials for the VSU CAC research and extension activities with the help of the CAC and university marketing and promotions staff.
- Produce arts and culture-related IECs and other publication materials on research and extension for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

CAC IEC and Publications Asst. Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC IEC and publications projects and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in creating marketing materials for the VSU CAC IECs and publications with the help of the CAC and university marketing and promotions staff.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU

11. Ms. Corazon Padilla (DLABS)
Performing Arts Dept., Theater Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC theater productions and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in the procurement of theater supplies/costumes for all theater productions of the VSU CAC.
- Supervise and coach theater performers in VSU CAC productions and competitions on and off campus.
- Assist in creating marketing materials for the VSU CAC theater productions with the help of the CAC and university marketing and promotions staff.
- Assist in organizing, coordinating trainings, and conducting research and extension activities with VSU CAC.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

12. Dr. Christina Gabrillo (DDC)
Head, Performing Arts Dept. Radio Drama

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC theater productions and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in the procurement of radio drama supplies/costumes for all theater productions of the VSU CAC.
- Supervise and coach radio drama performers in VSU CAC productions and competitions on and off campus.
- Assist in creating marketing materials for the VSU CAC theater productions with the help of the CAC and university marketing and promotions staff.
- Assist in organizing, coordinating trainings, and conducting research and extension activities with VSU CAC.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

13. Ms. Mariane U. Dela Peña (DDC)
Performing Arts Dept., Radio Drama Section Coordinators

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC theater productions and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in the procurement of radio drama supplies/costumes for all theater productions of the VSU CAC.
- Supervise and coach radio drama performers in VSU CAC productions and competitions on and off campus.
- Assist in creating marketing materials for the VSU CAC theater productions with the help of the CAC and university marketing and promotions staff.
- Assist in organizing, coordinating trainings, and conducting research and extension activities with VSU CAC.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

14. Mr. Mizael B. Cerna (ISRDS)
Visual Arts Dept., Fine, Decorative and Applied Arts (Painting, Drawing, Sculpture, Printing) Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC visual arts exhibitions and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in the procurement of visual arts supplies/uniforms for all visual arts exhibits of the VSU CAC.
- Supervise and coach visual artists in VSU CAC events and competitions on and off campus.
- Assist in creating marketing materials for the VSU CAC visual arts events with the help of the CAC and university marketing and promotions staff.
- Assist in organizing, coordinating trainings, and conducting research and extension activities with VSU CAC.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

15. Mr. Lolito D. Caña (Printing Press)
Visual Arts Dept., Fine, Decorative and Applied Arts (Painting, Drawing, Sculpture, Printing) Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC visual arts exhibitions and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in the procurement of visual arts supplies/uniforms for all visual arts exhibits of the VSU CAC.
- Supervise and coach visual artists in VSU CAC events and competitions on and off campus.
- Assist in creating marketing materials for the VSU CAC visual arts events with the help of the CAC and university marketing and promotions staff.
- Assist in organizing, coordinating trainings, and conducting research and extension activities with VSU CAC.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

16. Ms. Sheena Eunice Tabudlong (IHK)
Visual Arts Dept., Contemporary Arts (Photography, Film, Video, Digital Media) Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC visual arts exhibitions and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in the procurement of visual arts supplies/uniforms for all visual arts exhibits of the VSU CAC.
- Supervise and coach visual artists in VSU CAC events and competitions on and off campus.
- Assist in creating marketing materials for the VSU CAC visual arts events with the help of the CAC and university marketing and promotions staff.
- Assist in organizing, coordinating trainings, and conducting research and extension activities with VSU CAC.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

17. Dr. Ana Marquiza M. Quilicot (CVM)
Visual Arts Dept., Contemporary Arts (Photography, Film, Video, Digital Media) Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC visual arts exhibitions and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in the procurement of visual arts supplies/uniforms for all visual arts exhibits of the VSU CAC.
- Supervise and coach visual artists in VSU CAC events and competitions on and off campus.
- Assist in creating marketing materials for the VSU CAC visual arts events with the help of the CAC and university marketing and promotions staff.
- Assist in organizing, coordinating trainings, and conducting research and extension activities with VSU CAC.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

18. Dr. Rizalina D. Truya (DTE)
Literary Arts Dept., Filipino and Cebuano Literary Arts Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC literary arts projects and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in the procurement of supplies/uniforms for all literary arts productions of the VSU CAC.
- Supervise and coach literary arts writers in VSU CAC events and competitions on and off campus.
- Assist in creating marketing materials for the VSU CAC literary arts events with the help of the CAC and university marketing and promotions staff.
- Assist in organizing, coordinating trainings, and conducting research and extension activities with VSU CAC.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

CAC IEC Publications Asst. Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC IEC and publications projects and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in creating marketing materials for the VSU CAC IECs and publications with the help of the CAC and university marketing and promotions staff.
- Produce arts and culture-related IECs and other publication materials for VSU CAC Head.
- Attend required staff meetings and training designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

19. Ms. J-Annie G. Ebit (DLABS) Literary Arts Dept., English Literary Arts Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC literary arts projects and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in the procurement of supplies/uniforms for all literary arts productions of the VSU CAC.
- Supervise and coach literary arts writers in VSU CAC events and competitions on and off campus.
- Assist in creating marketing materials for the VSU CAC literary arts events with the help of the CAC and university marketing and promotions staff.
- Assist in organizing, coordinating trainings, and conducting research and extension activities with VSU CAC.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

CAC IEC and Publications Asst. Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC IEC and publications projects and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in creating marketing materials for the VSU CAC IECs and publications with the help of the CAC and university marketing and promotions staff.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.

- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

20. Prof. Rhodora A. Bande (DLABS)

Literary Arts Dept., Cebuano and Waray-Waray Literary Arts Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC literary arts projects and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in the procurement of supplies/uniforms for all literary arts productions of the VSU CAC.
- Supervise and coach literary arts writers in VSU CAC events and competitions on and off campus.
- Assist in creating marketing materials for the VSU CAC literary arts events with the help of the CAC and university marketing and promotions staff.
- Assist in organizing, coordinating trainings, and conducting research and extension activities with VSU CAC.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

CAC Research and Extension Asst. Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC research and extension projects and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in creating marketing materials for the VSU CAC research and extension activities with the help of the CAC and university marketing and promotions staff.
- Produce arts and culture-related IECs and other publication materials on research and extension for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

CAC IEC and Publications Asst. Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC IEC and publications projects and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in creating marketing materials for the VSU CAC IECs and publications with the help of the CAC and university marketing and promotions staff.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

21. Mr. Christian Bacolod (IHK) Head, Visual Arts Dept. & Museum and Exhibit Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the mounting of VSU CAC museum and art gallery exhibitions.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in the procurement of materials and supplies/uniforms for all museum and art gallery exhibitions of the VSU CAC.
- Assist in creating marketing materials for the VSU CAC museum and art gallery events with the help of the CAC and university marketing and promotions staff.
- Assist in organizing, coordinating trainings, and conducting research and extension activities with VSU CAC.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

22. Prof. Jude Nonie A. Sales (CAC) CAC Head and Research and Extension Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC research and extension projects and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in creating marketing materials for the VSU CAC research and extension activities with the help of the CAC and university marketing and promotions staff.
- Produce arts and culture-related IECs and other publication materials on research and extension for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.

- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

CAC IEC and Publications Section Coordinator

Functions:

- Assist in coordinating, planning, organizing and supervising the various VSU CAC IEC and publications projects and programs.
- Support the development of the VSU arts community and to promote increased public appreciation for the arts.
- Assist in creating marketing materials for the VSU CAC IECs and publications with the help of the CAC and university marketing and promotions staff.
- Produce arts and culture-related IECs and other publication materials for VSU CAC.
- Attend required staff meetings and trainings designated by the VSU CAC Head.
- Perform other duties and responsibilities as assigned by the VSU CAC Head.
- Perform all job tasks within the rules and guidelines of the VSU's health and safety protocols.
- Work as a team player with co-workers of VSU CAC and in conjunction with other units of VSU.

23. Ms. Doreen B. Alba (SPMO) CAC Property Custodian

Functions:

- Receive new items and complete documentation to record the acquisition, including completing paperwork, assigning an identification number and attaching any necessary tags or labels for VSU CAC properties.
- Process item requests, fill out the appropriate forms and distribute the property. Keep records of all borrowed items, including the date the item was removed and the date it should be returned for VSU CAC.
- Check-in borrowed property upon return and create reports of lost and damaged items. Also must manage the return of equipment and other items when appointed faculty and staff leave the VSU CAC, or borrowed by other units of the University.
- Conduct inventories of items and audit records to ensure accuracy for VSU CAC. If discrepancies are found, he or she must investigate the issue. Inventory duties may be performed weekly, monthly, quarterly or annually.

Please be guided accordingly.


EDGARDO E. TULIN
 President