



22 June 2020

**MEMORANDUM NO.** 121  
Series of 2020

**T O: Dr. Merlita D. Veloso**

**R E: Designation as Chancellor of VSU Villaba**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Chancellor of VSU Villaba effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

The Administration of each component college is vested in the Chancellor insofar as authorized by the Board and the President of the University.

You are specifically tasked to do the following:

1. Report to the President of the University.
2. Perform the duties and functions in the overall management, supervision, and administration of the External Campus.
3. Set the strategic direction that the Campus takes in order to accomplish its mandates and responsibilities.
4. Supervise the Office of the Disaster Risk Reduction Management, Office of the Sports, Culture and the Arts Affairs, Office of the Gender and Development, Office of the Alumni, Office of the MIS, Office of the Chief of Health Services and the Office the Internal Audit of the campus.
5. Perform delegated authorities by University President and the Board of Regents.
6. Implement policies adopted by the Board as relating to the External Campus.
7. Exercise academic powers as provided by the VSU code such as presiding in meetings of the Academic Council and the Administrative Council.
8. Recommend faculty and staff to establish administrative offices.
9. Exercise power over fiscal matters of the External Campus.

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

Please be guided accordingly.



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE PRESIDENT**

2/F Administration Building  
Visca, Baybay City, Leyte, PHILIPPINES  
Telefax: +63 53 563 7067  
Email: op@vsu.edu.ph  
Website: www.vsu.edu.ph



Management  
System  
ISO 9001:2015

www.tuv.com  
ID 9108658749

  
**EDGARDO E. TULIN**  
President

cc: VSU Isabel Campus  
OVPI Cash  
OVPAF Registrar  
OVPPRGEA ODF/Budget  
OVPRE ODAHRD/PRPEO  
OUS IASO  
Deans Accounting  
Directors COA  
Records  
File