



12 May 2021

MEMORANDUM NO. 434

Series of 2021

T O: Prof. Jessica A. Duallo

R E: Designation as Head, Income Generating Projects, VSU-Villaba Campus


In view of the retirement of Prof. Antonio G. Rojas on June 4, 2021 and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Income Generating Projects, VSU-Villaba Campus effective May 15, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Head of IGP, you are directed to:

1. Monitor the financial activities and programs of Income Generating Projects listed under Revolving Funds (RF) and Special Trust Funds;
2. Provide managerial and technical support and services to RF project managers;
3. Formulate and implement policies to improve IGP projects in conformation with the Board of Management discussions and decisions;
4. Monitor and facilitate timely submission of IGP monthly financial report;
5. Initiate and arrange the facilitative committee project inventory;
6. Participate in the conduct of the annual review of IGP and STF projects.

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

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: VSU-Villaba	Accounting
OVPAA	Cash
OVPAF	COA
OVPREI	Registrar
OVPSAS	Deans
OVPPRGAS	Directors
OUS	Records
ODHRM/OHRSPPR	File
ODF/Budget	
OHIA	