




**MEMORANDUM NO. 459**

Series of 2024

**TO: PROF. CORAZON A. PADILLA**

**RE: Designation as Executive Assistant IV (Chief of Staff)**

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

**DATE: May 22, 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 **Executive Assistant IV (Chief of Staff)** at the Office of the University President. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Serves as the primary advisor to the President on matters pertaining to university administration, policies, and strategic initiatives.
2. Assists the President in developing and implementing strategic plans to achieve the university's goals and objectives.
3. Facilitate communication and coordination between the President and other university officials, offices, and stakeholders to ensure alignment with the university's mission and vision.
4. Work closely with the President to develop, review, and implement university policies and procedures to enhance efficiency and effectiveness in governance and operations.
5. Provide oversight and supervision for administrative functions within the Office of the President, ensuring smooth operations and compliance with relevant regulations and policies.
6. Represent the President and the university at meetings, events, and conferences, both within the university community and with external stakeholders.
7. Assist in managing crises and emergencies that may arise within the university, coordinating responses and ensuring timely communication with relevant parties.
8. Collaborate with the President and other university leaders in resource allocation and budget planning to support the university's academic and operational needs.
9. Oversee staff within the university, providing guidance, support, and professional development opportunities to enhance their performance and capabilities.

**OFFICE OF THE PRESIDENT**

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10. Take the lead on special projects and initiatives as assigned by the President, which may involve research, analysis, and implementation of new programs or initiatives to advance the university's mission.
11. Foster relationships with the local community, government agencies, alumni, donors, and other external partners to promote collaboration and support for the university's activities and initiatives.
12. Assist in evaluating the performance of university departments, programs, and personnel to ensure accountability and continuous improvement.
13. Performs other tasks assigned by the University President

As such, 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 23, 2024** or unless sooner revoked.

Please be guided accordingly.