




**MEMORANDUM NO. 458**

Series of 2024

TO: **Engr. Jeffrey Lloyd L. Cagande**

RE: **Designation as Head, Alumni and Community Relations Office**

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 **Head, Alumni and Community Relations Office**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Strengthen the collaboration of the alumni association and VSU to enhance implementation of development programs of the university;
2. Develop and implement programs that benefit the alumni and the alumni association through social events, and professional seminars that provides updates on science, technology and volunteerism.

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 23, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.