



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT

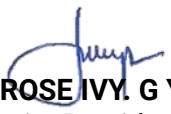


MEMORANDUM NO. 1031

Series of 2024

TO: **Ms. Chona A. Brit**

RE: **Designation as Director, Guidance and Counseling**

FROM: 
DR. PROSE IVY G YEPES
University President

DATE: **December 27, 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 **Director, Guidance and Counseling**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Design, develop, and implement guidance and counseling programs that support the academic, emotional, and psychological well-being of students.
2. Provide one-on-one and group counseling sessions to students dealing with personal, academic, and career challenges, ensuring confidentiality and professional support.
3. Offer career counseling services, including career assessments, job search strategies, and preparation for post-graduation opportunities.
4. Provide immediate support and intervention during student crises or emergencies, offering coping strategies and appropriate referrals as needed.
5. Organize and facilitate workshops, seminars, and group discussions on topics such as mental health awareness, stress management, study skills, and personal development.
6. Collaborate with faculty and staff to address student concerns and provide holistic support.
7. Coordinate with external agencies or specialists, including psychologists or healthcare providers, to ensure students have access to additional professional services when necessary.
8. Maintain confidential records of counseling sessions and services provided, ensuring compliance with university policies and professional standards.
9. Continuously assess and evaluate the effectiveness of guidance and counseling services, gathering feedback from students and employees to improve programs.
10. Perform additional tasks as assigned by the Vice President for Student Affairs and Services or the University President.

OFFICE OF THE PRESIDENT

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

This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPAA	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
	OVPAF	OVPASAS	Registrar	Accounting	Deans	File
	OVPARGAS	Cash	ODF/Budget	COA	Directors	