

**MEMORANDUM NO. 81**  
Series of 2025

**TO: Mr. Norman O. Villas**

**RE: Designation as Head, MIS Unit**

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

**DATE: January 8, 2025**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head of the MIS Unit** effective **immediately until December 31, 2025** or unless sooner revoked or terminated by higher authorities. You are tasked to do the following:

**1. Strategic Planning and Alignment**

- Develop and implement the organization's IT strategy in alignment with institutional goals.
- Collaborate with senior management to integrate technology solutions into business needs.
- Plan and prioritize IT projects to enhance organizational efficiency and innovation.

**2. System Management and Optimization**

- Oversee the design, development, and maintenance of management information systems.
- Ensure systems provide accurate, timely, and relevant data for decision-making.
- Optimize existing IT systems to improve productivity and reduce costs.

**3. Data Management and Security**

- Manage data governance to ensure accuracy, integrity, and accessibility.
- Implement robust cybersecurity measures to protect sensitive information.
- Ensure compliance with data protection laws and industry regulations.

**4. Team Leadership**

- Lead, mentor, and manage the MIS and IT teams.
- Foster a culture of continuous improvement and innovation.
- Provide training and development opportunities for team members.

**5. Budgeting and Resource Management**

- Prepare and manage the IT department's budget efficiently.

**OFFICE OF THE PRESIDENT**

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- Procure necessary software, hardware, and IT resources cost-effectively.
- Negotiate with vendors and service providers for IT-related contracts.

#### **6. Technology Innovation**

- Stay updated on emerging technologies and trends in the industry.
- Recommend and implement new technologies for a competitive advantage.
- Drive digital transformation initiatives within the organization.
- Ensure Network Operations and Uptime is at Tier 2 and has minimal downtime.

#### **7. Problem Solving and Support**

- Troubleshoot system issues and ensure timely resolution to minimize downtime.
- Provide technical support to other departments and stakeholders.
- Monitor and enforce service level agreements (SLAs) for IT services.

#### **8. Reporting and Communication**

- Report IT performance, risks, and opportunities to senior management.
- Communicate technical strategies to non-technical stakeholders effectively.
- Present periodic MIS performance reviews and updates.

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

For your information, proper guidance, and usual support.

cc: Unit Heads  
Office Directors  
College Deans  
Chancellors  
Vice President