




MEMORANDUM NO. 457

Series of 2024

TO: **Ms. Christy M. Desades**

RE: **Designation as Head, University Review Services 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, University Review Services Office**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Provide leadership and supervision in the planning and implementation of the review classes;
2. Maintain a list of review lectures and tutors;
3. Monitor and evaluate the implementation of review classes;
4. Assess the results of the review classes vis-à-vis the results of the board examinations.

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.