



30 January 2023

**MEMORANDUM NO.** 195  
Series of 2023

**T O: Mr. Raymund M. Igcasama**  
**R E: Designation as Head of Admission**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Admission effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Conduct information campaign in various senior high schools;
2. Conduct College Admission Test (CAT), check the test booklet and summarize results based on the quota established by respective degree program;
3. Notify qualifiers and publish the results of the CAT;
4. Screen documents submitted by student applicant based on admission requirements and policies;
5. Develop programs that would attract student to enroll in the various programs of the university; and
6. Provide periodic reports on its program/activities to the OVPSAS and coordinate with the OVPAAs.

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

Please be guided accordingly.

**EDGARDO E. TULIN**  
President

cc: OVPAAs	OHIA
OVPAFs	Accounting
OVPREI	Cash
OVPSAS	COA
OVPPRGAS	Registrar
OUS	Deans/Directors
ODHRM/RSPPRO	Records
ODF/Budget	File