



30 January 2023

MEMORANDUM NO. 201
Series of 2023

T O: Mr. Jed Asaph D. Cortes

R E: Designation as Head, VSU Web Team


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

You are tasked to do the following:

1. Manage, develop content for, and maintain the university website and subsites;
2. Manage, develop content for, and maintain the university's social media pages and that of its units, officials, and other related campaigns;
3. Manage the university's official accounts for its faculty, staff, students, offices, & related entities;
4. Equip the university faculty & staff in the use of digital and online applications for work;
5. Design & develop appropriate online processes, forms, and strategies for work;
6. Receive and respond to inquiries and feedback on behalf of the university through its online platforms;
7. Facilitate multimedia & online productions for the university and its units; and
8. Provide relevant technical assistance to faculty, staff, and students on all university-owned online platforms.

As Head, 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: OVPA	Cash	Deans
OVPAF	Registrar	Directors
OVPPRGAS	ODF/Budget	Accounting
OVPREI	COA	Records
OVPSAS	ODHRM/RSPPRO	File
OUS	OHIA	