



2 January 2024

MEMORANDUM NO. 09
Series of 2024

T O: Dr. Kareen Gubalane Cruz

R E: Designation as Head, Student Services, VSU Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by Dr. Maria Jehan P. Libre, Chancellor of VSU Villaba, you are hereby designated as Head, Student Services of VSU Villaba effective immediately until a new President shall have been selected or unless sooner revoked or terminated by higher authorities.

You are specifically tasked to do the following:

1. Provide assistance that would help students cope with the demands of student life;
2. Formulate programs that would supplement the career plans of the student from recruitment to employment;
3. Develop skills needed for active membership and dynamic leadership;
4. Develop among students a strong sense of responsibility that would enable them to meet the actual world of work based on sound spiritual, moral and social concepts and principles;
5. Establish linkages and tap resources that would give financial and other benefits to students;
6. Maintain wholesome living conditions and provide an atmosphere of a "home away from home" in every student housing facility in the University;
7. Coordinate the institutional programs for students; include the monitoring and management of the free tuition fee programs, (UNIFAST etc.).

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

This supersedes previous issuances on the same subject.

For compliance.

DANIEL LESLIE S. TAN
OIC President

cc: VSU-Villaba
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