




Memorandum No. 545
Series of 2024

TO: Dr. Maria Jehan P. Libre, *VSU Villaba Chancellor*
Dr. Luzviminda A Tajos, *VSU Isabel Chancellor*
Dr. Quenstein D. Lauzon, *VSU Tolosa Chancellor*
Dr. Judith B. Jumadiao, *VSU Alangalang Chancellor*

RE: Authority to Approve Campus Level Activities, Local Travels, and Formation of APB and NAPB

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: June 25, 2024

In line with the Management Committee meeting held on June 10, 2024, the following decisions have been made regarding the administrative responsibilities and authority as Chancellors at the campus level. Thus, you are hereby authorized and directed to implement the following with immediate effect:

1. Approve, sign, and/or submit Learning and Development (L&D) and travel orders for faculty, staff, and students of your respective campuses. However, your local travels as the Chancellors must still seek approval from the University President as your direct supervisor.
2. Conduct comparative assessments of the selection process which includes recommending the composition of your own Academic Personnel Board (APB), Non-Academic Personnel Board (NAPB), and other pertinent committees per campus. APB and NAPB must be chaired by the Chancellors.

Due diligence is required in carrying out these directives. Approval from the VSU Board of Regents must be sought if necessary. Your leadership and commitment are essential to maintain the integrity and efficiency of our operations.

For your information and usual support.

cc: File VPAA VPAF VPSAS
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