



4 March 2024

**MEMORANDUM NO.** 289  
Series of 2024

**T O: Dr. Allen Glennie P. Lambert**

**R E: Designation as Head, Office for Sustainable Institutional Development and Advancements (OSIDA)**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the Office for Sustainable Institutional Development and Advancements (OSIDA) effective immediately until a new appointment is issued or unless sooner revoked or terminated by higher authorities.

As Head, you are tasked to:

1. Coordinate with the Heads of the Future-Thinking Office (FTO), Sustainability Development Office (SDO), Grants Development Office (GDO), and Office of the RDE Network Secretariat (ORDENS) in ensuring the harmonization of VSU's institutional programs with the SDGs and Philippine Development plans;
2. Facilitate the alignment of various activities under the Instruction, Research, Extension, and Innovation units' partnership and other linkages, proposals, and program implementation with the overall University's future-proof plans and directions;
3. Prepare proposals for BOR approval on the activities/programs of the unit;
4. Assist VSU's preparedness to become a sustainable University and spearhead relevant activities in realizing the SDGs.
5. Participate and/or assist in special projects, and perform associated administrative duties as may be assigned by the University President.

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

Please be guided accordingly.

**DANIEL LESLIE S. TAN**  
OIC-President

cc:	OVPA	OVPSAS	DSO	ODF/Budget	HRMO/RSPPRO	Deans
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