

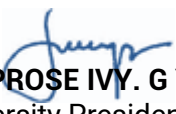


MEMORANDUM NO. 386

Series of 2024

TO: **Ms. Christie Cyrene T. Tauy**

RE: **Designation as Head, Student Development Services Office**

FROM:  **DR. PROSE IVY. G YEPES**
University President

DATE: **May 21, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head, Student Development Services Office**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Design and implement programs and services for the enhancement and deepening of transformational leadership skills, social responsibility and discipline of the students;
2. Recognize, supervise and monitor student organizations and activities including leadership programs, sports, volunteerism, etc.;
3. Coordinate with the academic units in the pursuit of co-curricular activities such as educational tours and field trips, tutorials, debate, quiz contests, and other programs.

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

This designation will take effect on **May 22, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPAA	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
	OVPAF	OVPASAS	Registrar	Accounting	Deans	File
	OVPPRGAS	Cash	ODF/Budget	COA	Directors	