



6 January 2021

**MEMORANDUM NO. 13**  
Series of 2021

**T O: Ms. Quenstein D. Lauzon**

**R E: Designation as Chancellor of VSU Tolosa**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Chancellor of VSU Tolosa effective immediately until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

The Administration of each component college is vested in the Chancellor insofar as authorized by the Board and the President of the University.

You are specifically tasked to do the following:

1. Report to the President of the University.
2. Perform the duties and functions in the overall management, supervision, and administration of the External Campus.
3. Set the strategic direction that the Campus takes in order to accomplish its mandates and responsibilities.
4. Supervise the Office of the Disaster Risk Reduction Management, Office of the Sports, Culture and the Arts Affairs, Office of the Gender and Development, Office of the Alumni, Office of the MIS, Office of the Chief of Health Services and the Office the Internal Audit of the campus.
5. Perform delegated authorities by University President and the Board of Regents.
6. Implement policies adopted by the Board as relating to the External Campus.
7. Exercise academic powers as provided by the VSU code such as presiding in meetings of the Academic Council and the Administrative Council.
8. Recommend faculty and staff to establish administrative offices.
9. Exercise power over fiscal matters of the External Campus.

As Chancellor, 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: VSU Tolosa Campus  
OVPAA  
OVPAF  
OVPPRGAS  
OVPREI  
OVPSAS  
OUS  
ODF/Budget  
ODRHM/RSPPRO  
Deans  
Directors  
Cash  
Registrar  
COA  
IASO  
Accounting  
Records  
File