



31 January 2023

MEMORANDUM NO. 424
Series of 2023

T O: Ms. Eloisa N. Casane
R E: Designation as Head of Student Services, VSU Tolosa Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Student Services, VSU Tolosa Campus effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Head you are directed to:

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.

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.

Please be guided accordingly.

EDGARDO E. TULIN
President

cc: VSU-Tolosa
OVPA
OVPAF
OVPREI
OVPSAS

OVPPRGAS
OUS
ODHRM/OHRSPPR
ODF/Budget
OHIA
Deans
Directors
Accounting
Cash
COA
Registrar
Records
File