



VISAYAS
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MEMORANDUM NO. 118
Series of 2025

TO: Mr. Alexander L. Cabral Jr.

RE: Designation as Tree Planting Coordinator for the Department of Hospitality Management

FROM: DR. PROSE IVY G. YEPES
University President

DATE: January 14, 2025

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Head of DHM, you are hereby designated to compose the **Designation as Tree Planting Coordinator** effective 2nd Semester SY 2024-2025 or unless sooner revoked or terminated by appropriate authorities.

As Tree Planting Coordinator, you shall perform the following:

1. Organize students assigned under her/him including the bulk procurement of seedlings to be planted.
2. Ensure that the students are oriented of and are following the requirements before joining the activity: wearing of proper field attire (long sleeves, pants, shoes/rubber boots, bolo(sundang), and bag to carry the seedlings. No student will be allowed to join if any one of these are missing/not followed.
3. Accompany the Forest Guards on a pre-activity inspection visit of the assigned tree planting area.
4. Provide a list of participants with the following information: names, degree program enrolled in, sex, age, and special requirements (for provision of alternatives in case of health and other valid issues, proof is required).
5. Accompany and supervise the students throughout the whole duration of the tree planting activity. The tree planting activity will not proceed without the participation of the Tree Planting Coordinator.
6. Prepare the necessary documentation for issuance and validation of the Tree Planting Masterlist.
7. Receive and keep the validated Tree Planting Masterlist for forwarding to the Office of the University Registrar.
8. Arrange for special tree planting or its alternative for students who were unable to join their scheduled date.
9. Coordinate with the students concerned and with the DFS - Forest Conservation Unit for all tree planting matters.

For your information and guidance.

OFFICE OF THE PRESIDENT

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