



8 March 2022

MEMORANDUM NO. 376

Series of 2022

T O: Dr. Gerald B. Monsanto

**R E: Designation as Head, Media and Information Systems and Technology,
VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Media and Information Systems and Technology, VSU Villaba Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Plan, design and supervise the installation and maintenance of hardware and software needed for the management information system.
2. Develop and analyze system used for the gathering, storage and retrieval of information from the different facets of the university's programs.
3. Develop strategies that are to be used in the implementation of software and hardware systems in the organization.
4. Closely monitor the workings and maintenance of the computer systems and make sure that all departments are functioning property.
5. Collect necessary specifications for each department and make sure that their requirements are met.
6. Develop and manage staff to monitor technology staff and oversee policies and procedures of the university.
7. Supervise the purchase of software and hardware systems and plan proper budget and quotations for the systems.
8. Provide training and necessary assistance for the employees involved in implementation and maintenance of the software systems.
9. Train the employees in suing information systems and help them understand the configuration of systems.

Moreover, 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. TULÍN
President

cc: VSU-Villaba
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