



4 March 2024

**MEMORANDUM NO.** 273

Series of 2024

**T O: Ms. Michelle Aubrey D. Cabase**  
**R E: Designation as Department Program Coordinator –  
Department of Economics**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the DPC, you are hereby designated as Program Coordinator of the Bachelor of Science in Agriculture major in Agricultural Economics effective immediately until December 31, 2024 or unless sooner revoked or terminated by higher authorities.

As overall program coordinator, you are expected to perform the following tasks:

1. Oversee the planning, development, revision, and implementation of the BSA major in Agricultural Economics program of the university.
2. Provide advising on admission requirements, degree requirements, campus policies/procedures, campus services, and scholarship opportunities.
3. Perform other functions related to the activities of the BSA major in Agricultural Economics program.

Please be guided accordingly.

**DANIEL LESLIE S. TAN**  
OIC President

cc: Dept. of Economics  
OVPA  
Records  
File