



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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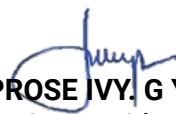
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MEMORANDUM NO. 1039

Series of 2024

TO: **Mr. Toni Marc L. Dargantes**

RE: **Designation as Director, Planning and Development**

FROM: **DR. PROSE IVY G YEPES**

University President

DATE: **December 27, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Director, Planning and Development**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Lead the development, implementation, and monitoring of the university's strategic plans, ensuring alignment with the university goals and national development priorities.
2. Develop policies and guidelines to support the planning and development processes across various units of the university.
3. Oversee the collection, analysis, and interpretation of institutional data to support evidence-based planning and decision-making.
4. Establish and maintain systems for monitoring and evaluating the implementation of university programs, projects, and activities.
5. Ensure compliance with accreditation standards, regulatory requirements, and other institutional benchmarks for planning and development.
6. Facilitate consultations with faculty, staff, students, and other stakeholders to incorporate diverse perspectives into the planning and development processes.
7. Organize training programs and workshops to enhance the planning and development capacities of university personnel.
8. Advise university leadership on resource allocation strategies to support institutional priorities effectively and efficiently.
9. Prepare and present comprehensive reports on institutional performance, development initiatives, and strategic achievements.
10. Lead or support the development and implementation of special projects that contribute to the university's growth and sustainability.
11. Perform other tasks as assigned by the Vice President for Planning and Development

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or the University President.

Anent to this, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPAA	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
	OVPAF	OVPSAS	Registrar	Accounting	Deans	File
	OVPPRGAS	Cash	ODF/Budget	COA	Directors	