



VISAYAS STATE UNIVERSITY

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Office of the President

10 July 2007

MEMORANDUM NO. 150

Series of 2007

T O: Prof. Esperanza E. Sumalinog

R E: Designation as Alumni Affairs Officer, VSU-Isabel Campus

By virtue of the authority vested in me by the VSU Board of Regents and upon recommendation of the VSU-Isabel Campus Dean, Dr. Edwin A. Balbarino, you are hereby designated Alumni Affairs Officer effective July 16, 2007 until July 15, 2008 or unless sooner terminated or revoked by higher authorities.

The functions of the Alumni Affairs Officer are as follows:

1. Keeps record of the VSU-Isabel alumni including updated addresses and employment status;
2. Initiates and coordinates activities of alumni gatherings and homecomings;
3. Attends to College (VSU-Isabel) resource accessing and sourcing from alumni;
4. Recommends to the Dean policies related to alumni affairs; and
5. Performs other alumni-related functions that may be assigned by the Dean.

Please be guided accordingly.


PACIENCIA P. MILAN

President

cc: Department Heads
College Secretary
Head, ASO
OUS
Head, RDEO
Head, AFSSO
PDO
OVPA

OVPRE
SPMD Officer
Accountant
HRMDO, VSU Main
HRMDO, VSU Isabel
Records, VSU Main
Records, VSU Isabel
File