



24 February 2022

**MEMORANDUM NO. 245**

Series of 2022

**T O: Dr. Angelica P. Baldos**

**R E: Designation as Director of the Center for Continuing Education**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director of the Center for Continuing Education effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Provide leadership and supervision in the planning and implementation of the different programs of the CCE;
2. Sustain the partnerships between VSU and the Professional Regulation Commission;
3. Manage the utilization of the building as venue for academic, scientific and socio-cultural activities;
4. Monitor and evaluate the implementation of review classes and the continuing professional development and education;
5. Collect data and initiate the analysis on the performance of VSU graduates in various licensure examinations.

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

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

|     |              |           |
|-----|--------------|-----------|
| cc: | OVPAA        | Cash      |
|     | OVPAF        | COA       |
|     | OVPREI       | Registrar |
|     | OVPASAS      | Deans     |
|     | OVPPRGAS     | Directors |
|     | OUS          | Records   |
|     | ODHRM/RSPPRO | File      |
|     | ODF/Budget   |           |
|     | OHIA         |           |
|     | Accounting   |           |