



21 February 2023

**MEMORANDUM NO.** 488  
Series of 2023

**T O: All Concerned**

**R E: Standing Committees of the College of Nursing**

By virtue of the authority vested in me by the VSU Board of Regents, the following Standing Committees are hereby reconstituted effective February 23, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

Designations	Responsibilities
<b>College Secretary:</b> Janet Alexis A. De Los Santos	<ul style="list-style-type: none"> <li>Serves as assistant to the College Dean.</li> <li>Represents the College Dean in absence of the same especially in university meetings, collaborations and forums.</li> <li>Assists the College Dean in its fiscal and academic and RDE planning.</li> <li>Take minutes all important meetings in the college, with the administrators, faculty, students, collaborators and/or beneficiaries.</li> <li>Provide the attendees a copy of the minutes of the previous meeting for its review and approval.</li> <li>Performs other tasks assigned by the Dean.</li> <li>Submits quarterly report.</li> </ul>
<b>Academic/Non-Academic Personnel Committee:</b>  <b>Chair:</b> Michelle C. Tolibas <b>Members:</b> Janet Alexis A. De Los Santos Phoebe Lyn B. Calungsod	<ul style="list-style-type: none"> <li>In-charge of evaluating and recommending to the dean all prospective applicants for faculty and non-academic positions in the college.</li> <li>Discuss and recommend Faculty and staff development.</li> <li>Discuss and recommends actions for personnel-related issues and concerns.</li> <li>Performs other functions assigned by the Dean.</li> <li>Submits end-of-year report.</li> </ul>
<b>Executive Committee:</b>  <b>Chair:</b> Michelle C. Tolibas <b>Members:</b> Janet Alexis A. De Los Santos Phoebelyn B. Calungsod Ciedelle Honey Lou D. Gapasin Jesusa M. Magno Devianne Jane E. Daiz	<ul style="list-style-type: none"> <li>Plan the overall direction of the College in accordance with the thrust of the University.</li> <li>Implement approved activities and plans for the college.</li> <li>Ensures implementation of programs and activities through direct coordination with Clinical Instructors under their level (Level Chairs).</li> <li>Submits quarterly report.</li> </ul>

Joel Rey U. Acob	
<b>NBC Evaluators:</b>  <b>Chair:</b> Michelle C. Tolibas <b>Members:</b> Janet Alexis A. De Los Santos Joel Rey U. Acob	<ul style="list-style-type: none"> <li>• Conducts orientation activity on the NBC evaluation process.</li> <li>• Evaluates NBC documents based on the approved guidelines of the CHED/DBM.</li> <li>• Recommends faculty for promotion based on qualifications to the NBC/Promotion committee in the university.</li> <li>• Keeps record of the documents submitted by the faculty members every NBC cycle.</li> <li>• Keeps record/photocopy of the NBC results printouts.</li> </ul>
Research Committee  <b>Chair:</b> Janet Alexis A. De Los Santos <b>Members:</b> Michelle C. Tolibas Joel Rey U. Acob Rolando S. Cabelin Jr. Prince Japred P. Toring Gideon Louie C. Patilla	<ul style="list-style-type: none"> <li>• Conducts technical and ethical review and evaluation of research protocols/proposals submitted by the faculty and students.</li> <li>• Serves as Student Research Committee in the college.</li> <li>• Reviews the student's final manuscript before binding and submission to different offices.</li> <li>• Organizes and facilitates the conduct and implementation of research-related workshops, trainings and conferences for faculty and students in the college.</li> <li>• Develops students' research-related protocols.</li> <li>• Submits quarterly report.</li> </ul>
<b>Academic Coordinator:</b> Janet Alexis A. De Los Santos	<ul style="list-style-type: none"> <li>• Assist the dean in academic planning, loading, and workload assignment of the faculty members.</li> <li>• Coordinates the needed number of faculty and classrooms per semester.</li> </ul>
<b>RLE Coordinator:</b> Prince Japred P. Toring	<ul style="list-style-type: none"> <li>• Works together with the subject heads (majors with RLE) in planning and designing the RLE rotation plan.</li> <li>• Coordinates RLE activities for all year levels, as planned/projected by the subject in charge.</li> <li>• Monitors the validity of MOA/MOU existing base and affiliating hospitals.</li> <li>• Prepares and facilitates MOA/MOU for signature and circulation to existing and prospective health facilities and other RLE-related institution.</li> <li>• Conducts/facilitates pre departure orientation to students prior to RLE deployment.</li> <li>• Provides RLE forms to the students.</li> <li>• Collects the waiver forms of all students before their clinical rotation.</li> <li>• Facilitates/monitors vaccination of the students before their clinical rotation (Hepa-B).</li> <li>• Facilitates/conducts random pregnancy tests before clinical exposure.</li> <li>• Coordinates health facilities and RLE affiliate clinical instructors for RLE schedules.</li> </ul>



	<ul style="list-style-type: none"> <li>• Monitors and evaluates RLE performance of affiliates in the clinical area.</li> <li>• Monitors the needs/concerns of the students and faculty members handling RLE activities.</li> </ul>
<b>Research, Development and Extension Coordinator:</b> Janet Alexis A. De Los Santos	<ul style="list-style-type: none"> <li>• Make plans related to the RDE program and projects: schedule of activities, budget plans together with the project leader.</li> <li>• Facilitates research and extension-related presentations, workshops and training of the faculty members.</li> <li>• Evaluates and recommends the research and extension proposals and projects (internal /external funding source) before submitting to the OVPREI.</li> <li>• Reviews, monitors and recommends forging of MOU/MOA of project leaders with existing and prospective collaborating agencies.</li> <li>• Monitors the research and extension projects of the faculty members.</li> <li>• Facilitates collaboration of research and extension projects with VSU colleges/ institutes or other agencies.</li> <li>• Maintains the RDE office for RDE- related transactions</li> <li>• Keeps records and documents related to the RDE projects/programs and activities.</li> <li>• Keeps records of RDE- related outputs of faculty and staff</li> <li>• Leads in the gathering and compilation of the research and extension documents during the accreditation process.</li> <li>• Submits quarterly report.</li> </ul>
<b>Extension Communicator:</b> Ciedelle Honey Lou D. Gapasin	<ul style="list-style-type: none"> <li>• Communicates extension activities and significant outputs of the college to stakeholders, beneficiaries and other collaborators.</li> <li>• Makes reports or news or write-ups about extension activities that will be published at the VSU-CON gazette.</li> <li>• Reports to the RDE coordinator and assists in gathering and compilation of documents of all research and extension plans, related activities, programs and projects, including accreditation preparation.</li> <li>• Submits quarterly report.</li> </ul>
<b>CON Gazette Committee:</b>  <b>Chair:</b> Janet Alexis A. De Los Santos <b>Members:</b> Joel Rey U. Acob Raza Crecia L. Meneses	<ul style="list-style-type: none"> <li>• Plans and facilitate the development of the CON gazette such as gathering the write-ups, printing and distribution to the different colleges and stakeholders.</li> <li>• Ensures to publish CON Gazette bi-annually.</li> <li>• Submits quarterly report.</li> </ul>

Devianne Jane E. Daiz Michelle C. Tolibas Jesusa M. Magno Phoebe Lyn B. Calungsod Ciedelle Honey Lou D. Gapasin Rolando S. Cabelin Jr. Concepcion A. Papong Diana R. Eclavia Prince Japred P. Toring Gideon Louie C. Patilla	
<b>Alumni Coordinator:</b> Phoebe Lyn B. Calungsod	<ul style="list-style-type: none"> <li>Coordinates alumni-related plans, programs and activities.</li> <li>Submits end-of-year report.</li> </ul>
<b>Health Coordinator:</b> Phoebe Lyn Calungsod	<ul style="list-style-type: none"> <li>Monitors signs and symptoms of COVID-19 in the college.</li> <li>Reports employees with COVID manifestations to USHER.</li> <li>Submits end-of-year report.</li> </ul>
<b>Curriculum Committee:</b>  <b>Chair:</b> Janet Alexis A. De Los Santos <b>Members:</b> Michelle C. Tolibas Jesusa M. Magno Joel Rey U. Acob Phoebe Lyn B. Calungsod Raza Crecia L. Meneses	<ul style="list-style-type: none"> <li>Evaluates and review curricular proposals submitted to the college</li> <li>Endorses curriculum proposals of the college to the University Curriculum Committee.</li> <li>Submits end-of-year report.</li> </ul>
<b>Instructional Materials:</b>  <b>Chair:</b> Devianne Jane E. Daiz <b>Members:</b> Ciedelle Honey Lou B. Gapasin Diana R. Eclavia Rolando S. Cabelin Jr.	<ul style="list-style-type: none"> <li>Review and approve the syllabi and instructional materials (hands out, PowerPoints etc).</li> <li>Reviews proposed/developed materials to be used for instruction for all year level in the College of Nursing.</li> <li>Recommends instructional materials for review by the University Instructional Materials Review Committee</li> <li>Submits quarterly report.</li> </ul>
<b>Honors and Awards:</b>  <b>Chair:</b> Phoebe Lyn B. Calungsod <b>Members:</b> Michelle C. Tolibas Devianne Jane E. Daiz Janet Alexis A. De Los Santos Raza Crecia L. Meneses Ciedelle Honey Lou D. Gapasin Joel Rey U. Acob Concepcion A. Papong Phoebe Lyn B. Calungsod	<ul style="list-style-type: none"> <li>Recommends deserving faculty, staff and students to various award giving bodies</li> <li>Develop criteria and guidelines in choosing the honors and awardees.</li> <li>Evaluate the students' academic and RLE performance.</li> <li>Submits end-of-year report.</li> </ul>



<p><b>Events Committee:</b></p> <p><b>Chair:</b> Janet Alexis A. De Los Santos</p> <p><b>Members:</b> Michelle C. Tolibas Joel Rey U. Acob Raza Crecia L. Meneses Devianne Jane E. Daiz Jesusa M. Magno Phoebelyn B. Calungsod Concepcion A. Papong Diana R. Eclavia Prince Japred P. Toring Gideon Louie C. Patilla Rolando S. Cabelin Jr.</p>	<ul style="list-style-type: none"> <li>• Initiate the planning and implementation of various nursing programs and activities e.g. Capping and Badge Investiture, Pinning Ceremony, Nursing Days etc.</li> <li>• Coordinates with other colleges of the university on events, sports and other socio-cultural activities.</li> <li>• Makes communication letters to the person(s) or agency or agencies involved of the event to be conducted.</li> <li>• Makes pre and post-conference related to the event conducted.</li> <li>• Submits quarterly report.</li> </ul>
<p><b>Level Advisers:</b></p> <p><b>BSN IV:</b> Joel Rey U. Acob <b>BSN III:</b> Ciedelle Honey Lou D. Gapasin <b>BSN II:</b> Diana R. Eclavia <b>BSN I:</b> Janet Alexis A. De Los Santos</p>	<ul style="list-style-type: none"> <li>• Facilitate enrollment process.</li> <li>• Keep the records of the students (Grades, merits and demerits).</li> <li>• Recommends students for Clinical/RLE/CHN awards.</li> </ul>
<p><b>Level Coordinators:</b></p> <p><b>BSN IV:</b> Jesusa M. Magno <b>BSN III:</b> Deviane Jane E. Daiz <b>BSN II:</b> Concepcion A. Papong <b>BSN I:</b> Phoebe Lyn B. Calungsod</p>	<ul style="list-style-type: none"> <li>• Make student's RLE-related activities of the assigned students/year level.</li> <li>• Make a schedule of classes of the assigned year level.</li> <li>• Schedules classes, examinations during term examinations.</li> <li>• Assists the RLE coordinator during random pregnancy tests and vaccinations.</li> <li>• Assists the event coordinator during capping and pinning.</li> </ul>
<p><b>Safety Officer:</b> Michelle C. Tolibas</p>	<ul style="list-style-type: none"> <li>• Evaluating and improving safety measures.</li> <li>• Advising on all matters related to workplace health and safety.</li> <li>• Investigating accidents, writing incident reports, and making recommendations.</li> <li>• Conducting inspections to ensure equipment and site safety.</li> <li>• Eliminating work hazards.</li> <li>• Organizing staff activities on OHS.</li> <li>• Helping government agencies conduct risk assessments.</li> </ul>
<p><b>Web Content Creator:</b> Janet Alexis A. De Los Santos</p>	<ul style="list-style-type: none"> <li>• Updates the VSU-College of Nursing page and website</li> </ul>

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc:	OVPREI	OVPSAS	OVPPRGAS	File
	OVPAF	OVPAF	Records	