



30 January 2023

**MEMORANDUM NO.** 137  
Series of 2023

**T O: Dr. Aleli A. Villocino**

**R E: Designation as Vice President for Student Affairs and Services**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Vice President for Student Affairs and Services effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

Your office is tasked to do the following:

1. Provide assistance that would help students cope with the demands of student life;
2. Formulate programs that would supplement the career plans of the student from recruitment to employment;
3. Develop skills needed for active membership and dynamic leadership in society;
4. Develop among students a strong sense of responsibility that would enable them to meet the actual world of work based on sound spiritual, moral and social concepts and principles;
5. Establish linkages and tap resources that would give financial and other benefits to students;
6. Maintain wholesome living conditions and provide an atmosphere of a "home away from home" in every student housing facility in the University.
7. Lead in the building of strength in character of students, patriotism and nation-building.
8. Coordinate the institutional programs for students, include the monitoring and management of the free tuition fee programs, (UNIFAST, scholarships, etc.)
9. Lead in the design of student programs that complement their academic learnings with the social dimension of university or college life.

As Vice President, 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: OVPI      Cash      OUS      Deans  
OVPAF      Registrar      OHIA      Directors  
OVPPRGEA      ODF/Budget      Accounting      OVPSAS  
OVPRE      ODHRM/RSPPRO      COA      File - **Records**