



8 March 2022

MEMORANDUM NO. 379

Series of 2022

T O: Mr. Kimkim S. Zabate

**R E: Designation as Head, Sports, Culture and the Arts Affairs,
VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Sports, Culture and the Arts Affairs, VSU Villaba Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Assist the VP for Planning, Resource Generation and Auxiliary Services and Chancellor in seeking donations and grants-in-aid for the support of the scholarship, staff development and physical development of the campus.
2. Initiate the formulation of sustainable linkages for the campus in close coordination with the heads of various offices of the university.
3. Promote healthy lifestyle.
4. Oversees the intro & functioning of sports within a community.
5. Plans projects and designs scheme which will facilitate access to quality sporting facilities and equipment.
6. Conducts talent searches and schedule coaching and fitness sessions.
7. Organize sports development program.
8. Plays an active role in actual sporting activities as a mentor or coach.

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

This supersedes previous issuances on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN,
President

cc: VSU-Villaba
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