



30 January 2023

MEMORANDUM NO. 225
Series of 2023

T O: Dr. Christy M. Desades

R E: Designation as Head, University Review Services

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the University Review Services Unit effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Head of URS, you are directed to:

1. Provide leadership and supervision in the planning and implementation of the review classes;
2. Maintain a list of review lectures and tutors;
3. Monitor and evaluate the implementation of review classes;
4. Assess the results of the review classes vis-à-vis the results of the board examinations.

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

This supersedes OP Memorandum # 115, series of 2022.

Please be guided accordingly.

EDGARDO E. TULIN
President

cc:	OVPAA	Registrar
	OVPAF	Deans
	OVPREI	Directors
	OVPSAS	Records
	OVPARGAS	File
	OUS	
	ODHRM/RSPPRO	
	ODF/Budget	
	OHIA	
	Accounting	
	Cash	
	COA	