



8 March 2022

MEMORANDUM NO. 446

Series of 2022

T O: Ms. Eloisa Casane
R E: Designation as Head, Student Services, VSU Tolosa Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Student Services, VSU Tolosa 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. Develop information materials of VSU's VMG, RA's affecting students, student's right, healthy lifestyle, etc.
2. Design and deliver comprehensive orientation program of the new, returning and continuing students especially those PWDs that would help students cope with the demands of student life.
3. Formulate programs that would supplement the career plans of the student from recruitment to employment.
4. Implement an integrated approach through guidance and counselling for the development of the students and helping them to utilize their potentials to the fullest.
5. Network with other schools, community, alumni and other relevant agencies for the career and job opportunities.

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-Tolosa	OUS	Deans
	OVPA	ODHRM/OHRSPPR	Directors
	OVPAF	ODF/Budget	COA
	OVPREI	OHIA	Registrar
	OVPSAS	Accounting	Records
	OVPPRGAS	Cash	File