MEMORANDUM NO. 397
Series of 2024

TO: **Mr. Christian Vie Baldonado**

RE: **Designation as OIC-Dean, College of Nursing**

FROM: **DR. PROSE IVY. G YEPES**
              University President

DATE: **May 21, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **OIC-Dean, College of Nursing**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Provide overall leadership and management of the internal and external affairs of the College in support to the vision, mission, and quality policy of the university.
2. Plan, source out funds, and implement the infrastructure, facilities, and equipment needs of the College to meet international standards.
3. Initiate the development and revision of new and existing undergraduate and graduate programs compliant to CHED requirements and international standards.
4. Supervise and coordinate with the different academic departments under the College in the offering of undergraduate and graduate programs to produce globally competitive graduates.
5. Initiate and monitor the conduct of RDE projects of the College and its academic departments.
6. Spearhead the implementation of College-wide activities including but not limited to seminar-workshops, RDE In-house Review, College-wide meetings, and Management Committee Meetings.
7. Supervise and spearhead the implementation of OBE curriculum in the College.
8. Monitor the utilization of college funds and its expenditures, and
9. Represent the College in all university activities.

As OIC-Dean, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This designation will take effect on **May 22, 2024 until June 30, 2024** or unless sooner revoked.

Please be guided accordingly.

cc: OVPAA   OVPREI   HRMO/RSPPRO   OUS   IAS   Records
      OVPAF   OVPSAS   Registrar   Accounting   Deans   File
      OVPPRGAS   Cash   ODF/Budget   COA   Directors