



24 February 2022

**MEMORANDUM NO. 289**  
Series of 2022

**T O: Prof. Manolo B. Loreto Jr.**

**R E: Designation as OIC Head, Student Internship and Volunteer Programs**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Head of Student Internship and Volunteer Programs effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As OIC Head, you are directed to:

1. Coordinate with local, national or international organizations, firm or business where students of programs requiring On-the Job- Training;
2. Craft policies and plans on the deployment of student for OJT and volunteer programs that benefits the students, the University and the host organization or agency;
3. Implement the reporting system of OJTs and Volunteers in order to analyze the results and to find approaches to improve the experiences with reduced risk of exploitation and enhanced positive experiences.

Moreover, 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: OVPAA	OHIA
OVPAF	Accounting
OVPREI	Cash
OVPSAS	COA
OVPPRGAS	Registrar
OUS	Deans/Directors
ODHRM/RSPPRO	<b>Records</b>
ODF/Budget	File