



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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Memorandum No. 990

Series of 2024

TO: **Atty. Karen Abegail S. Monteron**

RE: **Designation as Director, Legal Affairs and Services**

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

DATE: **December 27, 2024**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Director for Legal Affairs and Services** effective **January 2, 2025 until December 31, 2025** or unless sooner revoked or terminated by higher authorities. You are tasked to do the following:

1. Provide legal advice and assistance to the university on matters related to policies, contracts, agreements, and other legal documents.
2. Review and draft contracts, memoranda, and agreements to ensure compliance with applicable laws and regulations.
3. Represent the university in legal proceedings, negotiations, and mediations as required.
4. Monitor and ensure compliance with government regulations, including education, labor, and civil service laws.
5. Handle legal issues involving university personnel, students, and external stakeholders, resolving disputes and grievances as necessary.
6. Develop and implement policies and guidelines to protect the university's legal interests.
7. Oversee the management of records related to legal cases, contracts, and other pertinent documents.
8. Collaborate with government agencies and other institutions to address legal matters affecting the university.
9. Conduct seminars and orientations on legal issues to raise awareness among faculty, staff, and students.
10. Perform other tasks as directed by the University President

OFFICE OF THE PRESIDENT

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Page 1 of 2
FM-OOP-01
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As Director, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

For your information, proper guidance, and usual support.

cc: Unit Heads
 Office Directors
 College Deans
 Chancellors
 Vice President