

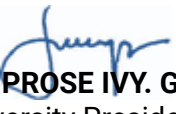


MEMORANDUM NO. 339

Series of 2024

TO: **Dr. Aleli A. Villocino**

RE: **Designation as Vice President for Student Affairs and Services**

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: **May 3, 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 **Vice President for Student Affairs and Services**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Assists the University President in complying with the institutional mission by reviewing and approving unit plans, goals and objectives, and service activities in accordance to the University's strategic plan and execution continuum ;
2. Develops and maintains a properly coordinated delivery of essential student services by organizing the various units and sub-units in a logical, non-duplicative, and effective manner to best meet the work requirements of the office and the needs of the student body;
3. Assures the prompt and effective delivery of student services by monitoring workloads throughout the office and prioritizing staffing needs accordingly;
4. Encourages high morale and quality student services through a leadership style that causes employees to strive for the achievement of annually established goals and objectives;
5. Provides assistance that would help students cope with the demands of student life;
6. Formulates programs that would supplement the career plans of the student from recruitment to employment;
7. Develops skills needed for active membership and dynamic leadership in society;
8. Develops among students a strong sense of responsibility that would enable them to meet the actual world of work based on sound spiritual, moral and social concepts and principles;
9. Establishes linkages and tap resources that would give financial and other benefits to students;
10. Maintains wholesome living conditions and provide an atmosphere of a "home away from home" in every student housing facility in the University;

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11. Leads in the building of strength in character of students, patriotism and nation-building;
12. Leads in the design of student programs that complement their academic learnings with the social dimension of university or college life;
13. Coordinates the institutional programs for students, including the monitoring and management of the free tuition fee programs, (UNIFAST, scholarships, etc.)
14. Incorporates innovative practices into plans and strategies and collaborates with other University executives, and outside organizations, as needed, to develop appropriate policy and acquire resources ;
15. Oversees the development and implementation of the strategic plan and execution continuum for students affairs and services, and assigns responsible units/offices for its implementation ;
16. Promotes positive student relations by maintaining effective lines of communication with student leaders and serving as a strong advocate for the non-academic, extra-curricular, and co-curricular needs of students;
17. Supports the overall success of Student Affairs by participating in fundraising activities for the office and serving on university committees as appropriate;
18. Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds ;
19. Supports and assists the University President by submitting monthly accomplishment report and developing proposals on enhancing student welfare and development concerns for appropriate action by the Governing Board ;
20. Completes other tasks and duties as may be assigned by the University President.

As Vice President, 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 6, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

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