



24 February 2022

MEMORANDUM NO. 163
Series of 2022

T O: Dr. Ulderico B. Alviola

R E: Designation as Head of University Integrated Media Center

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Integrated Media Center effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

You are tasked to do the following:

1. Develop programs to ensure that policies, plans, and activities of the University are properly understood by the public;
2. Produce and disseminate print and multimedia materials to implement the information program of the University;
3. Coordinate and oversee all media-related activities of the University and its units;
4. Cover university events through articles and multimedia;
5. Manage the publication of the Obelisk, the official publication of the University administration;
6. Manage the web resources of the University, including the official website, social media platforms, and other online resources;
7. Write, edit, and review speeches, messages, and other official statements of the University President and other officials;
8. Receive and respond to communications and public inquiries addressed to the University through official online platforms;
9. Establish and maintain linkages with national and local media and other institutions for public relations;
10. Develop and promote the visual identity and branding of the University;
11. Accommodate visitors for campus tours;
12. Conduct trainings for University faculty, staff, and students on official applications and web resources;
13. Package, edit, and publish official publications of the University, including the Annual Report; and

As Head, 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: OVPA
OVPAF
OVPPRGAS
OVPREI
OVPSAS
OUS
Deans
Directors
Records
File

Cash
Registrar
ODF/Budget
Univ. Integrated Media Center
ODHRM/RSPPRO
OHIA
Accounting
COA