



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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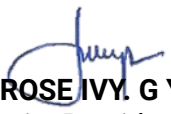
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MEMORANDUM NO. 1034

Series of 2024

TO: **Ms. Florife A. Gatchalian**

RE: **Designation as Director, Sports Development**

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: **December 27, 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 **Director, Sports Development**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Design, implement, and manage sports programs and activities that promote physical fitness, teamwork, and student engagement.
2. Organize and coordinate sports competitions, including university-wide tournaments and participation in regional, national, or international events.
3. Oversee the recruitment and selection of athletes for various sports teams and provide guidance and support to coaches in developing training programs and strategies.
4. Collaborate with the concerned offices to ensure that sports programs align with academic curricula and enhance the physical development of students.
5. Supervise and manage the use of university sports facilities, ensuring they are well-maintained, accessible, and equipped for student and team use.
6. Promote physical health and wellness across campus by organizing fitness programs, workshops, and campaigns to encourage student participation in sports and physical activities.
7. Provide guidance and support for student-athletes, addressing their academic, personal, and physical needs to ensure a balanced and successful experience.
8. Develop and manage the budget for sports programs, ensuring the efficient allocation of resources for equipment, facilities, and other program needs.
9. Work closely with faculty, staff, student organizations, and external sports organizations to foster a collaborative approach to sports and recreational activities on campus.
10. Perform other duties as assigned by the Vice President for Student Affairs and Services or the University President.

OFFICE OF THE PRESIDENT

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V05 06-06-2024
No. 24-1034

Anent to this, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies. This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

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| | OVPPRGAS | Cash | ODF/Budget | COA | Directors | |