



8 March 2022

MEMORANDUM NO. 421

Series of 2022

T O: Mrs. Naide P. Lantajo
R E: Designation as Head, Office of Student Services, VSU Alangalang Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Office of Student Services, VSU Alangalang Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to take charge of all programs and services involving student welfare, development and institutional student support services.

Specifically you are to:

1. Plan, implement, supervise and monitor quality, relevant, efficient, effective and holistic student services and programs.
2. Develop information materials on VSU's VMG, RA's affecting students, student's rights, healthy lifestyle, etc.
3. Design and deliver a comprehensive orientation program for the new, returning and continuing students, especially those PWDS that would help students cope with the demands of student life.
4. Formulate programs that would supplement the career plans of the student from recruitment to employment.
5. Implement an integrated approach through guidance and counselling for the development of the students and helping them to utilize their potential to the fullest.
6. Networks with other schools, communities, alumni, and other relevant agencies for the career and job opportunities.
7. Conducts research on the effectiveness of student services and publishes/disseminates the results.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This supersedes previous issuances on the same subject.

Please be guided accordingly.

EDGARDO E. TULIN
President

cc: VSU-Alangalang
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Directors
Accounting
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COA
Registrar
Records
File