



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



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4 January 2024

MEMORANDUM NO. 15  
Series of 2024

**T O: Mr. Adonis J. Sinambong**

**R E: Designation as Head for Sports, Culture and the Arts Affairs  
VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head for Sports, Culture and the Arts Affairs, VSU Villaba Campus effective immediately until a new President shall have been selected or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Assist the Chancellor in seeking donations and grants-in-aid for the support of the scholarship, staff development and physical development of the University.
2. Initiate the formulation of sustainable linkages for the University in close coordination with the heads of various offices of the University.
3. Promote healthy lifestyle.
4. Oversees the intro & functioning of sports within a community.
5. Plans projects & designs scheme which will facilitate access to quality sporting facilities and equipment.
6. Conducts talent searches & scheduling coaching and fitness sessions.
7. Organize sports development program.
8. Plays an active role in actual sporting activities as a mentor or coach.

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.

**DANIEL LESLIE S. TAN**  
OIC President

cc: VSU-Villaba  
OVPA  
OVPAF  
OVPREI

OVPSAS  
OVPPRGAS  
OUS  
HRMO/RSPPR  
ODF/Budget  
OHIA  
Deans  
Directors  
Accounting  
Cash  
COA  
Registrar  
Records  
File