



24 February 2022

**MEMORANDUM NO. 217**  
Series of 2022

**T O: Mr. Junito A. Panonce**

**R E: Designation as Head, Institutional Student Programs and Services**

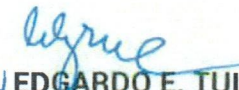
By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Institutional Student Programs Services effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Plan and implement programs and activities to facilitate the delivery of essential services such as program marketing, recruitment of students, admission, housing, and spiritual upliftment of students including services for the students with special needs;
2. Expedite billing preparation for the tuition and other school fees, submit students for tertiary education subsidy and facilitate loan application of students;
3. Facilitate proper implementation of the scholarships and grants to deserving students;
4. Facilitate accommodation of students in dormitories and cottages and maintain these facilities; and
5. Coordinate with other student support units in the delivery of programs on food, health and security and safety, sports, cultural, and community involvement.

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