



8 March 2022

MEMORANDUM NO. 406

Series of 2022

T O: Mr. Jerome Dela Peña

R E: Designation as Head, Media and Information Systems and Technology, VSU Alangalang Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Media and Information Systems and Technology, 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:

1. Plan design and supervise the installation and maintenance of hardware and software needed for the management information system.
2. Develops strategies to be used in the implementation of software and hardware systems on the campus.
3. Closely monitor the workings and maintenance of the computer systems and make sure that all departments are functioning properly;
4. Collects necessary specifications for each department and makes sure that their requirements are met.
5. Develops and manages staff to monitor technology staff and oversee policies and procedures of the campus.
6. Supervise the purchase of the software and hardware and plans proper budget and quotation for the system.
7. Provide necessary assistance for the employees involved in the implementation and maintenance of the software system.
8. Trains employees in using information systems and helps them understand the configuration of the systems.
9. Inform and cultivate awareness on privacy data protection within the campus, including relevant laws, rules and regulations.
10. Cooperate, coordinate and seek advice from the main campus regarding matters concerning data privacy and security;
11. Coordinate with the Registrar's Office for the facilitation of the enrollment process.

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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OUS
ODHRM/OHRSPPR
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OHIA
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Directors
Accounting
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COA
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Records
File