



30 January 2023

MEMORANDUM NO. 191
Series of 2023

T O: Ms. Chona A. Brit

R E: Designation as Head, Student Welfare Services

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Student Welfare Services effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Develop information materials of VSU's VMG, RA's affecting students, student's right, healthy life style, etc.;
2. Design and deliver comprehensive orientation program for the new, returning and continuing students especially those PWDs that would help students cope with the demands of student life;
3. Formulate programs that would supplement the career plans of the student from recruitment to employment;
4. Implement an integrated approach through guidance and counselling for the development of students and helping them to utilize their potentials to the fullest; and
5. Network with the other schools, community, alumni and other relevant agencies for the career and job opportunities.

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