



22 February 2021

MEMORANDUM NO. 154

Series of 2021

T O: Dr. Angelica P. Baldos - *Angela* 3/1/21
R E: Designation as Head, University Review Services

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the University Review Services in your concurrent capacity as Director of the Center for Continuing Education effective March 1, 2021 until July 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Head of URS, you are directed to:

1. Provide leadership and supervision in the planning and implementation of the review classes;
2. Maintain a list of review lectures and tutors;
3. Monitor and evaluate the implementation of review classes;
4. Assess the results of the review classes vis-à-vis the results of the board examinations.

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
EDGARDO E. TULIN
President

cc: OVPA
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