




MEMORANDUM NO. 438

Series of 2024

TO: **Dr. Mark Gil A. Vega**

RE: **Designation as Head, Instructional Materials Development**

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: **May 21, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head, Instructional Materials Development**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Assist the Director for Instruction and Evaluation in the planning of instructional material development and coordinates the publication of the same;
2. Initiate in the creation, implementation and monitoring of guidelines and policies on the preparation, review and approval of instructional materials;
3. Spearhead in the editing and review of instructional materials developed by the faculty;
4. Assist the Director for Instruction and Evaluation and the Vice President for Academic Affairs in supervising the improvement, updating of teaching materials used in different courses offered.

As Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This designation will take effect on **May 22, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPAA	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
	OVPAF	OVPAS	Registrar	Accounting	Deans	File
	OVPARGAS	Cash	ODF/Budget	COA	Directors	

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