



MEMORANDUM NO. 392

Series of 2024

TO: **Mr. Raymund M. Igcasama**

RE: **Designation as Head of Admission**

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 of Admission**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Conduct information campaign in various senior high schools;
2. Conduct College Admission Test (CAT), check the test booklet and summarize results based on the quota established by respective degree program;
3. Notify qualifiers and publish the results of the CAT;
4. Screen documents submitted by student applicant based on admission requirements and policies;
5. Develop programs that would attract student to enroll in the various programs of the university; and
6. Provide periodic reports on its program/activities to the OVPSAS and coordinate with the OVPAAs.

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:	OVPAAs	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
	OVPAF	OVPSAS	Registrar	Accounting	Deans	File
	OVPPRGAS	Cash	ODF/Budget	COA	Directors	

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000