




MEMORANDUM NO. 452

Series of 2024

TO: **Mr. Toni Marc L. Dargantes**

RE: **Designation as Head, Planning Office**

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: **May 22, 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, Planning Office**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Institutional Planning Section
 - a. Assist the Director for Planning in initiating long-range planning, operational or work and financial plans, and annual plans for the university, colleges and departments, institutes and research centers;
 - a. Recommend to the Director for Planning, and VP for Planning, Resource Generation and Auxiliary Services basic policies and guidelines for the preparation of the institutional budget, work and financial plans, including detailed allocation of funds for capital outlays and closely coordinate with the Budget Division in the preparation of the University budget for submission to the Department of Budget and Management and the National Economic Development Authority;
 - b. Monitor and evaluate the development plans and projects of the University;
 - c. Conduct the initial performance assessment of the various offices of the University based on the submitted Office Performance Commitment and Review Form;
 - d. Collect, analyze, and submit University-wide corporate data for external reporting and ranking agencies;
 - e. Lead in the conduct of university performance planning and review conference annually.
2. Physical Planning Section
 - a. Assist the Director for Planning in preparing the master plan for the physical development of the main and external campuses based on the established Land Use Plan;
 - b. Advise, assist and coordinate campus development planning efforts;
 - c. Regularly examine or update the Land Use Plan and establish standards for campus development, infrastructure, building, housing, open space, and other physical facilities;
 - d. Implement inventories of land use, physical infrastructure and assess manpower and financial resources to support implementation of development plans;

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

- e. Maintain a list of physical development plans for possible financing from donors or government fund.

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 23, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.