



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT




Memorandum No. 991

Series of 2024

TO: **Engr. Sean O. Villagonzalo**

RE: **Designation as Director, University Information and Communications Technology Services (UICTS)**

FROM: **DR. PROSE IVY G. YEPES**

University President

DATE: **December 27, 2024**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Director, University Information and Communications Technology Services (UICTS)** effective **January 2, 2025 until December 31, 2025** or unless sooner revoked or terminated by higher authorities. You are tasked to do the following:

1. Develop, implement, and maintain the university's ICT infrastructure, ensuring its efficiency, reliability, and scalability.
2. Oversee the design and management of university-wide networks, servers, and data centers to support academic, administrative, and research functions.
3. Ensure the security of the university's information systems, including data protection, cybersecurity protocols, and disaster recovery plans.
4. Manage the development, deployment, and maintenance of software applications and information systems to streamline university operations.
5. Lead initiatives to integrate new technologies and innovative solutions into the university's ICT framework to enhance teaching, learning, and administration.
6. Provide technical support and training to faculty, staff, and students on ICT tools and resources.
7. Develop policies and guidelines related to ICT usage, ensuring compliance with local and international standards.
8. Monitor and evaluate the performance of ICT systems, identifying areas for improvement and recommending upgrades.
9. Collaborate with other university offices and external partners to support ICT-related projects and initiatives.
10. Perform other tasks as assigned by the University President.

OFFICE OF THE PRESIDENT

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

For your information, proper guidance, and usual support.

cc: Unit Heads
 Office Directors
 College Deans
 Chancellors
 Vice President