



22 June 2020

**MEMORANDUM NO. 114**

Series of 2020

**T O: Dr. Dilberto O. Ferraren**

**R E: Designation as Vice President for Planning, Resource Generation and Auxiliary Services**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Vice President for Planning, Resource Generation and Auxiliary Services effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

Your office is tasked to do the following:

1. Coordinate with the University President in the submission and follow-up of project proposals to potential sources of support;
2. Provide liaison between the University (or any of its units) and other government offices, private organizations, foundations and external agencies;
3. Assist the President in seeking donations and grants-in-aid and physical development of the University;
4. Initiate the planning and undertaking of activities that should keep the university abreast with recent developments insofar as income generation and related endeavors are concerned.
5. Lead and organize activities relating to institutional and infrastructure planning;
6. Prepare and maintain the master plan for the development of the University including external campuses;
7. Formulate and maintain design, construction, and maintenance standards for campus development, infrastructure, building, housing, open space, and other physical facilities;
8. Develop policies for acquisition, use and disposition of campus lands;
9. Conduct planning inventories and studies to assess the physical, manpower, and financial resources available or required for implementing development plans for all campuses
10. Formulate and maintain financial and fiscal policies, plans and programs for generating funds for University programs and projects;
11. Formulate and maintain policies and regulations for business enterprises engaged in by the University and its units or permitted to operate on University premises; and



12. Maintain a list of projects which are considered important but which have been hitherto unfunded. This list shall be readily available for possible donors and other sources of funds.

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

Please be guided accordingly.

**EDGARDO E. TULINA**  
President

cc:	OVPI	Cash	OUS	Deans	OVPSAS
	OVPAF	Registrar	IASO	Directors	
	OVPPRGEA	ODF/Budget	Accounting	File	
	OVPRE	ODAHRD/PRPEO	COA		