



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



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29 September 2023

MEMORANDUM NO. 903
Series of 2023

T O: Mr. Christian Vie Baldonado

R E: Designation as Events Coordinator of the College of Nursing

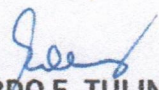
By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Events Coordinator of the College of Nursing effective October 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Events Coordinator, you are to exercise the following functions:

- 1.) Initiate the planning and implementation of various nursing programs and activities e.g. Capping and Badge Investiture, Pinning Ceremony, Nursing Days etc.
- 2.) Coordinate with other colleges of the university on events, sports and other socio-cultural activities.
- 3.) Prepare communication letters to the person(s) or agency or agencies involved of the event to be conducted.
- 4.) Make pre and post-conference related to the event conducted.
- 5.) Submit a quarterly report.

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

Please be guided accordingly.


EDGARDO E. TULIN
President *oic 9/29/23*

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



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