



10 February 2022

MEMORANDUM NO. 115

Series of 2022

T O: Dr. Marilyn N. Manaig

R E: Designation as Head, University Review Services

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the University Review Services Unit effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head of URS, you are directed to:

1. Provide leadership and supervision in the planning and implementation of the review classes;
2. Maintain a list of review lectures and tutors;
3. Monitor and evaluate the implementation of review classes;
4. Assess the results of the review classes vis-à-vis the results of the board examinations.

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

cc: OVPA	Registrar
OVPAF	Deans
OVPREI	Directors
OVPSAS	Records
OVPPRGAS	File
OUS	
ODHRM/RSPPRO	
ODF/Budget	
OHIA	
Accounting	
Cash	
COA	