



31 January 2023

MEMORANDUM NO. 409
Series of 2023

T O: Dr. Gerald B. Monsanto
R E: Designation as Director for Academic Affairs, VSU Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director for Academic Affairs, VSU Villaba Campus effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Coordinate the planning, implementation and evaluation of instructional program and activities at all levels and in all colleges/units in the campus.
2. Administer the overall execution of policies on instruction formulated by higher authorities; ensure the conduct of performance evaluation of faculty and accreditation of various programs of the campus.
3. Recommend to the Chancellor or appropriate bodies, faculty development plans, work overload, promotion, recruitment and the like.

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

This supersedes previous issuances on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc:	VSU-Villaba	Deans
	OVPAA	Directors
	OVPAF	Accounting
	OVPREI	Cash
	OVPSAS	COA
	OVPPRGAS	Registrar
	OUS	Records
	ODHRM/OHRSPPR	File
	ODF/Budget	
	OHIA	