



30 January 2023

MEMORANDUM NO. 504
Series of 2023

T O: Mr. Junito A. Panonce

R E: Designation as OIC Head, Institutional Student Programs and Services

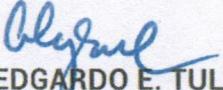
By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Head of Institutional Student Programs Services effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As OIC Head, you are directed to:

1. Plan and implement programs and activities to facilitate the delivery of essential services such as program marketing, recruitment of students, admission, housing, and spiritual upliftment of students including services for the students with special needs;
2. Expedite billing preparation for the tuition and other school fees, submit students for tertiary education subsidy and facilitate loan application of students;
3. Facilitate proper implementation of the scholarships and grants to deserving students;
4. Facilitate accommodation of students in dormitories and cottages and maintain these facilities; and
5. Coordinate with other student support units in the delivery of programs on food, health and security and safety, sports, cultural, and community involvement.

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:	OVPAA	OHIA
	OVPAF	Accounting
	OVPREI	Cash
	OVPASAS	COA
	OVPPRGAS	Registrar
	OUS	Deans/Directors
	ODHRM/RSPPRO	Records
	ODF/Budget	File