




MEMORANDUM NO. 385

Series of 2024

TO: **Mr. Junito A. Panonce**

RE: **Designation as Head, Student Scholarship Grants and Awards Office**

FROM:  **DR. PROSE IVY. G YEPES**
University President

DATE: **May 21, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head, Student Scholarship Grants and Awards Office**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Initiate the search for possible scholarship programs that student of good standing can avail of;
2. Initiate the evaluation of students' academic standing in coordination with the Office of the University Registrar in search for high scholastic standing students;
3. Initiate the nominations of students for recognition of nationally competitive grants and awards.

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

This designation will take effect on **May 22, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPAA	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
	OVPAF	OVPASAS	Registrar	Accounting	Deans	File
	OVPPRGAS	Cash	ODF/Budget	COA	Directors	