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8 August 2022

**MEMORANDUM NO.** 617  
Series of 2022

**T O: Dr. Shebelle A. Cueva**

**R E: Designation as Hospital Director of the College of Veterinary Medicine –  
Veterinary Teaching Hospital (CVM-VTH)**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Hospital Director of the College of Veterinary Medicine – Veterinary Teaching Hospital (CVM-VTH) effective July 22, 2022 until sooner revoked or terminated by higher authorities.

As Hospital Director, you are directed to:

1. Implement the BOR-approved Operations Manual of the CVM-VTH;
2. Maintain consistent veterinary standards and guidelines by regularly reviewing in-house veterinary protocols;
3. Supervise the CVM-VTH resident veterinarians in performing veterinary procedures and overall hospital activities;
4. Coordinate with the Head of the Department of Veterinary Clinical Sciences (DVCS) in preparing reports of funds, accreditation processes, and plans for improving CVM-VTH service and operation;
5. Coordinate with the course in charge of Veterinary Clinics (i.e., VCI n 101 to VCI n 107) during the planning and implementation of clinical training for DVM clinicians;
6. Coordinate with the section in charge of specialized veterinary medicine during special case management and surgery or whenever necessary;
7. Process necessary documents for payment of honoraria of attending veterinarians as stipulated in the Operations Manual;
8. Submit appropriate reports, including funds generated, activities and accomplishments, and other documents related to the operation of CVM-VTH;
9. Perform other duties assigned by the college dean.

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