



22 August 2017

**MEMORANDUM NO. 321**

Series of 2017

**T O: Ms. Sheerwina Mae A. Gonzaga**

**R E: Designation as Guidance Facilitator of VSU Laboratory High School**

As recommended by the Principal of VLHS and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Guidance Facilitator of the VSU Laboratory High School vice Ms. Ma. Jesusa Corazon M. Lambert who is on study leave, effective immediately until December 31, 2017.

As Guidance Facilitator, you are expected to do the following tasks:

1. Conduct and orientation program for freshman high school students (Grade 7).
2. Prepare the school calendar of activities.
3. Support the implementation of school rules and regulations.
4. Keep record of students' personal data.
5. Conduct career guidance seminar.
6. Provide guidance and counseling services to students.
7. Submit required reports promptly and accurately.
8. Perform other duties as assigned by the School Principal.

For this assignment, you will be given an equivalent workload of 3.0.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: Ms. Ma. Jesusa Corazon M. Lambert  
OVPI  
VLHS  
College of Education  
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