



31 January 2023

MEMORANDUM NO. 407
Series of 2023

T O: Mrs. Jica May S. Orongan
**R E: Designation as Director for Student Affairs and Services,
VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director for Student Affairs and Services, 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. Take charge of all programs and activities involving student admission, welfare, and discipline.
2. Assist the Chancellor in the management and supervision of the Library and Student Services Office activities of the campus.
3. Transmits, with his/her comments and/or recommendations, all proposal affecting students' participation in seminars, scholarships and other concerns to the Chancellor for any action which is appropriate.

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
	OVPA	Directors
	OVPAF	Accounting
	OVPREI	Cash
	OVPSAS	COA
	OVPPRGAS	Registrar
	OUS	Records
	ODHRM/OHRSPPR	File
	ODF/Budget	
	OHIA	