



22 June 2020

MEMORANDUM NO. 208
Series of 2020

T O: Ms. Chona A. Brit

R E: Designation as Head, Student Welfare Services

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Student Welfare Services effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Develop information materials of VSU's VMG, RA's affecting students, student's right, healthy life style, etc.;
2. Design and deliver comprehensive orientation program for the new, returning and continuing students especially those PWDs that would help students cope with the demands of student life;
3. Formulate programs that would supplement the career plans of the student from recruitment to employment
4. Implement an integrated approach through guidance and counselling for the development of students and helping them to utilize their potentials to the fullest; and
5. Network with the other schools, community, alumni and other relevant agencies for the career and job opportunities;

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. TULINO
President

cc: OVPAA IASO
OVPAF Accounting
OVPREI Cash
OVPSAS COA
OVPPRGAS Registrar
OUS Deans
ODABRD/PRPEO Directors
ODF/Budget Records
File