



4 December 2020

**MEMORANDUM NO. 472**

Series of 2020

**T O: Dr. Angelica P. Baldos**

**R E: Designation as OIC Head, Office of Continuing Professional Development and Education**

In addition to your present duties and responsibilities and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Head, Office of Continuing Professional Development and Education effective immediately until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Provide leadership and management in developing accredited programs by the Professional Regulatory Commission for licensed practitioners for their long-term professional success;
2. Initiate the plans for updated topics of trainings and short-term courses to enhance the career path of academic faculty, staff and other stakeholders;
3. Develop and enhance people and job excellence through the formulation, implementation and monitoring of enhancement programs aligned with the University/industry goals;
4. Coordinate with other government and private institutions relative to their training and development program needs;
5. Conduct competency and skills-based trainings that meet work targets, and an individual's personal and career objectives; and
6. Survey the needed expertise and maintain a list of lecturers and trainers for each needed skill, proficiencies and aptitude.

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

cc: OVPAF  
OVPA  
OVPREI  
OVPPRGEA  
OVPSAS  
OUS  
Deans  
Directors  
ODF/Budget  
ODAS  
Accounting  
ODHRM/RSPPRO  
COA  
IASO  
ODQA  
Records  
File