



22 June 2020

MEMORANDUM NO. 161
Series of 2020

T O: Dr. Candelario L. Calibo
R E: Designation as Dean, College of Arts and Sciences (CAS)

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Dean, College of Arts and Sciences (CAS) effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Dean, you are directed to:

1. Provide overall leadership and management of the internal and external affairs of the College in support to the vision, mission, and quality policy of the university.
2. Plan, source out funds, and implement the infrastructure, facilities, and equipment needs of the College to meet international standards.
3. Initiate the development and revision of new and existing undergraduate and graduate programs compliant to CHED requirements and international standards.
4. Supervise and coordinate with the different academic departments under the College in the offering of undergraduate and graduate programs to produce globally competitive graduates.
5. Initiate and monitor the conduct of RDE projects of the College and its academic departments.
6. Spearhead the implementation of College-wide activities including but not limited to seminar-workshops, RDE In-house Review, College-wide meetings, and Management Committee Meetings.
7. Supervise and spearhead the implementation of OBE curriculum in the College.
8. Monitor the utilization of college funds and its expenditures, and
9. Represent the College in all university activities.

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:	OVPA	OVPSAS	USSO	ODF/Budget	ODAHRD/PRPEO	Deans
	OVPAF	OVP Paux	IASO	Accounting	Registrar	Directors
	OVPREI	OUS	COA	Cash	Records	File
	OVPSAS	ODF/Budget				
	OVP PAux	Accounting/Cash				