



8 March 2022

**MEMORANDUM NO. 420**

Series of 2022

**T O: Dr. Lyka Vanessa M. Catindoy**

**R E: Designation as Director of Student Affairs and Services,  
VSU Alangalang Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director of Student Affairs and Services, VSU Alangalang Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Provide assistance that would help students cope with the demands of student life.
2. Formulate programs that would supplement the career plans of the student from recruitment to employment.
3. Develop skills needed for active membership and dynamic leadership in society.
4. Develop among students a strong sense of responsibility that would enable them to meet the actual world of work based on sound spiritual, moral, and social concepts and principles.
5. Establish linkages and tap resources that would give financial and other benefits to students.
6. Maintain wholesome living conditions and provide an atmosphere of a "home away from home" in every student housing facility at the Campus.
7. Lead in the building of strength in character of students, patriotism, and nation-building.
8. Coordinate the institutional programs for students, including the monitoring and management of the free tuition programs, (UNIFAST, scholarship, etc.).
9. Lead in the design of student programs that complement their academic learnings with the social dimension of the college life.

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-Alangalang  
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OVPREI  
OVPSAS  
OVPPRGAS  
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ODHRM/OHRSPPR  
ODF/Budget  
OHIA  
Deans  
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Accounting  
Cash  
COA  
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Records  
File