



22 June 2020

MEMORANDUM NO. 205

Series of 2020

T O: Mr. Junito A. Panonce

R E: Designation as Head, Institutional Student Programs and Services

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Institutional Student Programs 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. Plan and implement programs and activities to facilitate the delivery of essential services such as program marketing, recruitment of students, admission, housing, and spiritual upliftment of students including services for the students with special needs;
2. Expedite billing preparation for the tuition and other school fees, submit students for tertiary education subsidy and facilitate loan application of students;
3. Facilitate proper implementation of the scholarships and grants to deserving students;
4. Facilitate accommodation of students in dormitories and cottages and maintain these facilities; and
5. Coordinate with other student support units in the delivery of programs on food, health and security and safety, sports, cultural, and community involvement.

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	IASO
	OVPAF	Accounting
	OVPREI	Cash
	OVPSAS	COA
	OVPPRGAS	Registrar
	OUS	Deans/Directors
	ODAHRD/PRPEO	Records
	ODF/Budget	File