



12 January 2021

MEMORANDUM NO. 31
Series of 2021

T O: Mr. Norman O. Villas

R E: Designation as In-Charge of Management Information System

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as In-charge of the Management Information System (MIS) effective immediately until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As In-Charge, you are directed to:

1. Supervise the installation and maintenance of hardware and software needed for the management information system;
2. Assist the Head of ICT in developing and analyzing systems used for the gathering, storage and retrieval of information from the different facets of the university's programs;
3. Assist the ICT Head in monitoring the working and maintenance of the computer systems and make sure that all the departments are functioning properly;
4. Identify and provide advice on the necessary specifications for each department and make sure that their requirements are met;
5. Supervise the purchase of the software and hardware systems and plan proper budget and quotations for the systems;
6. Assist in the training and necessary assistance for the employees involved in implementation and maintenance of the software systems;
7. Train the employees in using information systems and help them understand the configuration of the systems;

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:	OVPAA	OVPPRGAS	IASO	Registrar	File
	OVPAF	OUS	Accounting	Records	
	OVPREI	ODHRM/RSPPRO	Cash	Deans	
	OVPSAS	ODF/Budget	COA	Directors	