



22 June 2020

**MEMORANDUM NO. 196**

Series of 2020

**T O: Dr. Shalom Grace C. Sugano**

**R E: Designation as Principal, VSU Integrated High School**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Principal, VSU Integrated High School effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Principal you are directed to:

1. Lead in the preparation of documentary requirements for any relevant accreditation that the Integrated High School department is subjected to or the program under the departmental academic offerings;
2. Spearhead in the monitoring of student achievement and encourage parent involvement;
3. Plan, organize and periodically review and evaluate departmental activities and programs;
4. Determine the placement of personnel in the department to fully utilize human resources (i.e. talents and capabilities);
5. Assist the Dean in the recruitment, promotion, transfer and separation of faculty;
6. Lead in the development of standardized curricula and assess teaching methods;
7. Recommend specific courses of action for staff development, including participation in seminars, scholarships, and other programs of professional advancement;
8. Spearhead in the revision of policies and procedures that is necessary for the improvement of the department, faculty and students;
9. Conduct investigation, when proper and recommend to the Dean immediate disciplinary action on any erring personnel or students in the department in conformity with any existing policies and rules and regulations of the university and Integrated High School;
10. Make periodic assessment of the performance of staff members and submit appropriate reports to the Dean;
11. Undertake department budget analysis and submit recommendations for the department's annual budget;
12. Administer the budgetary appropriations of the department to effectively carry out its functions and responsibilities;
13. Prepare and submit annual reports to the Dean; and
14. Perform other functions as the Dean may assign.

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