



22 June 2020

**MEMORANDUM NO. 206**

Series of 2020

**T O: Ms. Christie Cyrene T. Tauy**

**R E: Designation as Head, Student Development Services**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Student Development 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. Design and implement programs and services for the enhancement and deepening of transformational leadership skills, social responsibility and discipline of the students;
2. Recognize, supervise and monitor student organizations and activities including leadership programs, sports, volunteerism, etc.;
3. Coordinate with the academic units in the pursuit of co-curricular activities such as educational tours and field trips, tutorials, debate, quiz contests, and other programs.

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            |