



22 June 2020

MEMORANDUM NO. 188

Series of 2020

T O: Dr. Angelica P. Baldos

R E: Designation as Head, University Review Services

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the University Review Services in your concurrent capacity as Director of the Center for Continuing Education effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Head of URS, you are directed to:

1. Provide leadership and supervision in the planning and implementation of the review classes;
2. Maintain a list of review lectures and tutors;
3. Monitor and evaluate the implementation of review classes;
4. Assess the results of the review classes vis-à-vis the results of the board examinations.

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