



22 June 2020

MEMORANDUM NO. 237

Series of 2020

T O: Mr. Jed Asaph D. Cortes

R E: Designation as Head, VSU Web Team

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

As Head, you are tasked to:

1. Provide leadership in the implementation of the programs of the Web Team including the management of the VSU website, filling up and regular updating the website of universities programs, projects and accreditation-related activities;
2. Supervise the Web Team;
3. Formulate guidelines for the full use and access by clients of the services provided by the web team;
4. Make recommendation in the improvement, service fees and other management activities of the office;
5. Do other duties assigned by the Office of the President.

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