



Office of the University President

MEMORANDUM SERIES 2021

TO: MR. JAYSON N. OLAYTA
MRS. NOEMI NUÑEZ
MR. ALBERTO B. CASTILLO

Siniloan Campus
Los Baños Campus
San Pablo City Campus

SUBJECT: DESIGNATION AS CHAIRPERSONS FOR STUDENT AFFAIRS & SERVICES

FROM: MARIO R. BRIONES, EdD
University President

DATE: January 7, 2021

In addition to your duties and functions, you are hereby designated as Chairpersons for Student Affairs & Services of this State University effective January 2021.

Your duties and functions as Chairpersons for Student Affairs & Services shall include, among others:

1. overall supervision of operations, maintenance, and improvements of programs and projects with a view to help fulfill current institutional, regional, and national development priorities;
2. exercise direct supervision over the implementation of activities of various student services of the University in consultation with higher authorities;
3. determine the University priorities in student services of appropriate action;
4. formulate and recommend student services policies and strategies to achieve institutional plans;
5. coordinate operation of various units in-charge in personnel services, health services, testing, guidance counseling and placement organization, athletics and other co-curricular activities in the University;
6. coordinate and submit accomplishment report to the director;
7. conduct periodic review of student services and submit recommendations to the University President thru the Campus Director; and
8. perform other related functions which may be required delegated by higher authorities and the University President.