



Republic of the Philippines
TARLAC AGRICULTURAL UNIVERSITY
Camiling, Tarlac



OFFICE OF STUDENT SERVICES AND DEVELOPMENT

Memorandum : No. 6, s. 2023
To : MR. APRIL CHRISTIAN L. DE LEON
From : Director, OSSD
Subject : DESIGNATION AS CHAIR OF INCLUSION SERVICES FOR
IPs and PWD STUDENTS
Date : August 23, 2023

1. You are hereby designated as Chairperson of Inclusion Services for IPs and PWD students.
2. As Chairperson, your duties are as follows:
 - a. Formulation and implementation of strategic plans for students who belong to the following groups:
 - a.1 persons with disabilities; and
 - a.2 indigenous people;
 - b. Monitoring and evaluating the activities/programs for the said population;
 - c. Preparing monthly accomplishment reports;
 - d. Documentation and submission of list of students (IPs and PWDs) to the Chief of Student Inclusion Unit; and
 - e. Perform other duties and responsibilities relative to student programs and services as may be assigned by higher authorities from time to time.
3. This designation carries an equivalent teaching load of three (3) units.
4. For compliance.

BENNY S. SOLIMAN
Director, Office of Student Services and Development

Noted:

MA. FLORA G. MARIANO, PhD.
Dean, College of Arts and Sciences

Recommending approval:

DANILO N. OFICIAR, PhD
Vice President, Student Affairs and Services

Approved:

MAX P. GUILLERMO, Ph.D.
University President



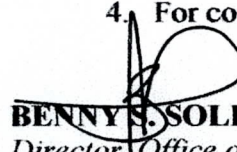
Republic of the Philippines
TARLAC AGRICULTURAL UNIVERSITY
Camiling, Tarlac



OFFICE OF STUDENT SERVICES AND DEVELOPMENT

Memorandum : No. 7, s. 2023
To : MS. VENUS P. BENITEZ
From : Director, OSSD
Subject : DESIGNATION AS CHAIR OF INCLUSION SERVICES FOR
FOREIGN STUDENTS AND GENDER MINORITIES
Date : August 23, 2023

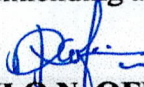
1. You are hereby designated as Chairperson of Inclusion Services for Foreign Students and Gender Minorities
2. As Chairperson, your duties are as follows:
 - a. Formulation and implementation of strategic plans for students who belong to the following groups:
 - a.1 LGBTQI+;
 - a.2 solo parents; and
 - a.3 foreign.
 - b. Monitoring and evaluating the activities/programs for the said population;
 - c. Preparing monthly accomplishment reports;
 - d. Documentation and submission of list of students (LGBTQI+, solo parents, and foreign students) to the Chief of Student Inclusion Unit; and
 - e. Perform other duties and responsibilities relative to student programs and services as may be assigned by higher authorities from time to time.
3. This designation carries an equivalent teaching load of three (3) units.
4. For compliance.


BENNY S. SOLIMAN
Director, Office of Student Services and Development

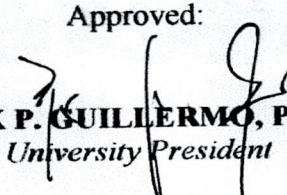
Noted:


MA. FLORA G. MARIANO, PhD.
Dean, College of Arts and Sciences

Recommending approval:


DANILO N. OFICIAR, PhD
Vice President, Student Affairs and Services

Approved:


MAX P. GUILLERMO, Ph.D.
University President



Republic of the Philippines

TARLAC AGRICULTURAL UNIVERSITY

Camiling, Tarlac

OFFICE OF STUDENT SERVICES AND DEVELOPMENT

PARENT'S CONSENT

(Off-campus Activity)

Date _____

To Whom It May Concern:

This is to give permission to my son/daughter/ward: _____
to join the _____ which will be held at _____
on _____ sponsored by the _____.

I understand that the advisers/staff of the university will exercise utmost care and supervision among the participants. However, should any untoward incident happen to my son/daughter/ward as a result of his/her utter disregard of instructions given by proper authorities, I shall not hold the college and the sponsoring agency responsible.

Name of Parent/Guardian

Signature

Contact Number

SUBSCRIBED AND SWORN to before me, this _____ by
_____ who exhibited to me his/her competent proof of identification
_____ issued at _____, Philippines on
_____.

Notary Public:

Doc. No. _____;

Page No. _____;

Book No. _____;

Series of _____;



Republic of the Philippines

TARLAC AGRICULTURAL UNIVERSITY

Camiling, Tarlac

OFFICE OF THE PRESIDENT

MEMORANDUM NO.: 166

Series

2025

TO : **MS. ERIKA R. PRADO**
Instructor III, College of Arts and Sciences

FROM : **SILVERIO RAYMOND SALUNSON, DBA**
University President

DATE : **08 AUGUST 2025**

SUBJECT : **DESIGNATION AS CHIEF OF THE STUDENT INCLUSION UNIT**

TARLAC AGRICULTURAL UNIVERSITY
Office of the President
RELEASED
Date: August 12, 2025



REPUBLIC OF THE PHILIPPINES
TARLAC AGRICULTURAL UNIVERSITY
CAMILING, TARLAC

RECORDS MANAGEMENT OFFICE

RECEIVED

DATE: AUG 12 2025

2:50 PM

1. You are hereby designated as Chief of Student Inclusion Unit of the Office of Student Services and Development
2. As Chief of Student Inclusion Unit, the following are your duties and responsibilities:
 - 2.1. formulate and implement strategic plans for students who belong to the following:
 - (1) indigenous people;
 - (2) persons with disability;
 - (3) solo parents;
 - (4) foreign students;
 - (5) students belonging to gender minority; and
 - (6) other vulnerable groups.
 - 2.2. monitor and evaluate the activities and programs for the said populations;
 - 2.3. document and submit list of students belonging to vulnerable groups to the Director of OSSD;
 - 2.4. prepare and submit monthly accomplishment report to the Director of the OSSD; and
 - 2.5. perform other duties and responsibilities relative to student inclusion programs and services as may be assigned by higher authorities from time to time.
3. This designation with an equivalent teaching load of nine (9) units shall be held concurrently with your regular functions as faculty member and other designations, unless sooner terminated by the office or higher authority, and subject to guidelines on standard equivalent teaching load of the University.
4. For your information and guidance.

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