

OFFICE OF THE PRESIDENT

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22 February 2021

MEMORANDUM NO. 245 Series of 2021

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Dr. Daisy S. Capon

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Designation as Head, Department of Crop Science, VSU-Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Department of Crop Science, VSU-Villaba Campus effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

EDGARDO E. TULINA

President

CC:

VSU-Villaba

OVPAA

OVPAF

OVPREI

OVPSAS

OVPPRGAS

OUS

ODAHRD/PRPEO

ODF/Budget

IASO

Accounting

Cash

COA

Registrar

Deans

Directors

Records

File