



13 January 2017

MEMORANDUM NO. 94
Series of 2017

T O: Dr. Daisy S. Capon

R E: Designation as Head, Office of Administration and Finance, VSU – Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Office of Administration and Finance, VSU – Villaba Campus effective January 13, 2017 until December 31, 2017 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. TULIN
President

cc: VSU-Villaba Campus
OVPI
OVPAF
OVPPRGEA
OVPRE
OUS
Deans
Directors
ODF/Budget
ODAHRD/PRPEO
IASO
Accounting
COA
Cash
Registrar
Records
File