



29 July 2021

MEMORANDUM NO. 520

Series of 2021

T O: Mr. Frank Britz V. Cadavis

R E: Designation as OIC Campus Registrar, VSU-Tolosa Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Campus Registrar, VSU-Tolosa Campus effective immediately until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As OIC Campus Registrar, you are directed to:

1. Manage the enrolment process;
2. Keep, maintain, and update student records, and issue transfer credentials, transcript of records, and other official records of students.

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: VSU-Tolosa
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OUS
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Accounting
Cash
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Deans
Directors
Records
File