



22 February 2021

MEMORANDUM NO. 113

Series of 2021

T O: Mr. Nevin A. Pacada *[Signature]* *3/1/21*
R E: Designation as Head, VSU Cebu Office

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

You are task to do the following:

1. Provide leadership and management of the office of Cebu;
2. Conduct business and canvass for alternative methods of procurement;
3. Manage the lodging house in Cebu.

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

Please be guided accordingly.

[Signature]
EDGARDO E. TULIN
President

cc: OVPAA	ODF/Budget	Deans
OVPAF	IASO	Directors
OVPREI	Accounting	Records
OVPASAS	Cash	ODAHRD/PRPEO
OVPPRGAS	COA	File
OUS	Registrar	