



24 February 2022

**MEMORANDUM NO. 218**

Series of 2022

**T O: Ms. Mary Ann G. Cobico**

**R E: Designation as Head, Career and Job Placement Services**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Career and Job Placement Services effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Coordinate with government and private agencies that needs manpower for hiring;
2. Provide training on writing application letters, resumes or curriculum vitae;
3. Design programs where students can be oriented with the challenges of the workplace.

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:	OVPAA	Cash
	OVPAF	COA
	OVPREI	Registrar
	OVPASAS	Deans
	OVPPRGAS	Records
	OUS	File
	ODHRM/RSPPRO	
	ODF/Budget	
	OHIA	
	Accounting	