



24 February 2022

**MEMORANDUM NO. 290**

Series of 2022

**T O: Ms. Mary Ann D. Joya**

**R E: Designation as Guesthouse Caretaker, VSU Manila Office**

By virtue of the authority vested in me by the VSU Board of Regents and in view of the transfer of the incumbent, you are hereby designated as Guesthouse Caretaker of the VSU Manila Office effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

You are tasked to do the following:

1. As gateway in the internationalization of VSU's academic programs;
2. Coordinates with different embassies or consuls for student, faculty & staff exchanges;
3. Liaises between VSU and the national government agencies and other private agencies.

As Guesthouse Caretaker, 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 Registrar  
OVPPRGAS Records  
OVPREI File  
OVPSAS  
OUS  
Deans  
Directors  
ODF/Budget  
ODHRM/RSPPRO  
VMO  
OHIA  
Accounting  
COA