



9 June 2020

MEMORANDUM NO. 102
Series of 2020

T O: Ms. Clara P. Mercado

R E: Designation as Special Collecting Officer

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Special Collecting Officer of the VSU Hospital in addition to your duties as Administrative Aide VI effective immediately until December 31, 2020 or unless sooner revoked or terminated by higher authorities. Anent this, you are advised to apply for bond.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: Cash Division
VSU Hospital
Records
File