

OFFICE OF THE PRESIDENT

2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7067
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph



Management System ISO 9001:2015

Www.tuv.com ID 9108658749

30 July 2020

MEMORANDUM NO. 396 Series of 2020

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 August 3, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

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

OVPAF

OVPPRGAS

OVPREI

OVPSAS

OUS

Deans

Directors

ODF/Budget

ODAHRD/PRPEO

VMO

IASO

Accounting

COA

Cash

Registrar

Records

File