



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  
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OVPPRGAS  
OVPREI  
OVPSAS  
OUS  
Deans  
Directors  
ODF/Budget  
ODAHRD/PRPEO  
VMO  
IASO  
Accounting  
COA  
Cash  
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