



30 January 2023

MEMORANDUM NO. 247
Series of 2023

T O: Mr. Nevin A. Pacada
R E: Designation as Head, VSU Cebu Office

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the VSU Cebu Office effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

You are task to do the following:

1. Provide leadership and management of the office of Cebu;
2. Conduct business and canvass for alternative methods of procurement;
3. Manage the lodging house in Cebu.

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:	OVPA	ODF/Budget	Deans
	OVPAF	OHIA	Directors
	OVPREI	Accounting	Records
	OVPSAS	Cash	ODHRM/RSPPRO
	OVPPRGAS	COA	File
	OUS	Registrar	