



22 February 2021

MEMORANDUM NO. 249

Series of 2021

T O: Dr. Junnabeth S. Romero

**R E: Designation as Head, Instructional Materials Development,
VSU-Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Instructional Materials Development, VSU-Villaba Campus effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Head, 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: VSU-Villaba
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OVPREI
OVPSAS
OVPPRGAS
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ODF/Budget
IASO
Accounting
Cash
COA
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Deans
Directors
Records
File