

OFFICE OF THE PRESIDENT

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Management System ISO 9001:2015

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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

OVPAA

OVPAF

OVPREI

OVPSAS

OVPPRGAS

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ODAHRD/PRPEO

ODF/Budget

IAS0

Accounting

Cash

COA

Registrar

Deans

Directors

Records

File