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Office of the President

18 December 2015

MEMORANDUM NO. 305

Series of 2015

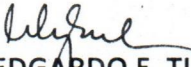
T O: Engr. Mario Lilio P. Valenzona

R E: Designation as OIC, General Services Office

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Officer-in-Charge of the General Services Office (GSO), in addition to your assignment as Head of the Infrastructure Development and Building Maintenance Unit effective January 1, 2016 until December 31, 2016 or unless sooner revoked or terminated by higher authorities.

As OIC, 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: OVPI
OVPAF
OVPPRGEA
OVPRE
OUS
Deans
Directors
ODF/Budget
ODAHRD/PRPEO
IASO
Accounting
COA
Cash
Registrar
Records
File