



8 March 2022

MEMORANDUM NO. 412

Series of 2022

T O: Ms. Sharon M. Costelo

R E: Designation as Head, Office of Records and Archives, VSU Alangalang Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Office of Records and Archives, VSU Alangalang Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head you are directed to:

1. Provide policy guidance on the maintenance and disposition of records, based on government regulations;
2. File and maintain necessary records and establish a records disposition program for the Campus.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This supersedes previous issuances on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: VSU-Alangalang Accounting
OVPAA Cash
OVPAF COA
OVPREI Registrar
OVPSAS Records
OVPPRGAS File
OUS
ODHRM/OHRSSPR
ODF/Budget
OHIA
Deans
Directors