



27 August 2019

**MEMORANDUM NO. 326**

Series of 2019

**T O: All Department/Office/Unit Heads**

**R E: Orientation of Newly-Hired Administrative Staff**

Please be informed that there will be an **Orientation of Newly-Hired Administrative Staff** on **September 2, 2019** at the **Glassroom, VSU Pavilion** right after the opening ceremony of the 118<sup>th</sup> CSC Anniversary. This is part of the on-boarding program of the University for our Newly Hired Administrative Staff. The following are the newly hired administrative personnel:

Name	Office/Unit
Alcober, Luvilla G.	ODAHRD
Asilom, Vincent L.	GSD
Bagarinao, Junvic B.	PhilRootcrops
Circulado, Valerie D.	Cash
Duarte, Arnulfo M	TESDA
Godoy, Arra Mae C.	Guest House
Israel, Gabriel A.	GSD
Loreto, Gina A.	Accounting
Marañan, Clemente N.	DA
Mascariñas, Ike E.	Security
Mondal, Nelsie F.	OVPI
Pamaos, Les Andre B.	OP
Piamonte, Patrick John B.	SPPMO
Valenzona, Nicolas Nelson R.	GSD
Vergis, Albert M.	DOH
Vilbar, Carren Mae B.	PRPEO
Villaruel, Jenzen Jhon M.	Security

Please allow your newly-hired administrative staff to attend this important activity in order to keep them aware of the university's existing policies, rules and regulations as well as to equip them of the skills needed in the performance of their administrative functions.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.