

## OFFICE OF THE PRESIDENT

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563 7067 Email: op@vsu.edu.ph Website: www.vsu.edu.ph



Management System ISO 9001:2015

www.tuv.com

10 August 2021

MEMORANDUM NO. <u>545</u>

Series of 2021

T O: Dr. Hervina V. Mollejon

R E: Designation as Head, Instructional Materials Development,

VSU-Villaba Campus

In view of the resignation of Dr. Junnabeth S. Romero and 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 immediately 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** 

OUS

ODAHRD/PRPEO

ODF/Budget

IASO

Accounting

Cash

COA

Registrar

Deans

Directors

Records

File