



6 February 2017

MEMORANDUM NO. 120
Series of 2017

T O: Ms. Velma P. Bontuyan

R E: Designation as OIC Head, VSU Manila Office

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Head, VSU Manila Office effective February 6, 2017 until December 31, 2017 or unless sooner revoked or terminated by higher authorities.

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