



16 February 2024

MEMORANDUM NO. 247
Series of 2024

T O: Ms. Valerie C. Valenzona
R E: Designation as Collecting Officer

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Collecting Officer of the VSU Cash Office in addition to your duties as Administrative Officer I effective immediately until December 31, 2024 or unless sooner revoked or terminated by higher authorities. Anent to this, you are advised to apply for bond.

Please be guided accordingly.

DANIEL LESLIE S. TAN
OIC-President

cc: OVPAF
ODF/Budget
Cash
COA
HRMO/RSPPRO
Records
File