



8 March 2022

MEMORANDUM NO. 443

Series of 2022

T O: Mr. Frank Britz V. Cadavis

R E: Designation as Campus Registrar, VSU Tolosa Campus

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

As Campus Registrar, you are directed to:

1. Manage the enrolment process of the College;
2. Keep, maintain, and update student records, and issue transfer credentials, transcript of records, and other official records of students.

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-Tolosa
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ODF/Budget
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Accounting
Cash
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Registrar
Records
File