

## OFFICE OF THE PRESIDENT

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31 August 2021

MEMORANDUM NO. 561

Series of 2021

T 0:

Ms. Jica May P. Sarino

R E:

Designation as Head, Instructional Materials Development,

VSU-Villaba Campus

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 vice Dr. Junnabeth S. Romero, 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

ODHRM/OHRSSPR

ODF/Budget

OHIA

Accounting

Cash

COA

Registrar

Deans

Directors

Records

File