



31 August 2021

**MEMORANDUM NO. 561**

Series of 2021


**T O: 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