



8 March 2022

MEMORANDUM NO. 375

Series of 2022

T O: Mrs. Junnarie C. Adolfo

R E: Designation as Head, Librarian, VSU Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Librarian, VSU Villaba Campus effective July 1, 2001 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head, Librarian, you are directed to:

1. Oversee the operation of the University Library;
2. Plan for its maintenance and development;
3. Report its progress and development;
4. Implement and enforce policies, rules and regulations;
5. Select and acquire library materials;
6. Sign standard forms and official papers and documents;
7. Participate in library networks for collection development;
8. Serve as public relations person for the library;
9. Conduct library instructions and orientations; and
10. Support the research needs of its students, faculty and staff.

Moreover, 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	ODF/Budget	Records
	OVPA	OHIA	File
	OVPAF	Deans	
	OVPREI	Directors	
	OVPSAS	Accounting	
	OVPPRGAS	Cash	
	OUS	COA	
	ODHRM/OHRSSPR	Registrar	