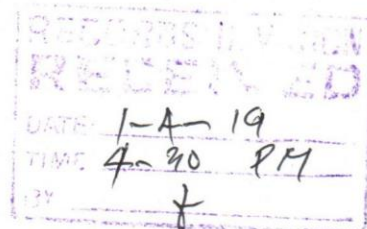




3 January 2019

MEMORANDUM NO. 06

Series of 2019



T O: Ms. April Gayle N. Valencia

R E: Designation as Officer-in-Charge, VSU Hostel

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Officer-in-Charge of the VSU Hostel effective January 3, 2019 until December 31, 2019 or until a new manager shall have been designated.

As OIC, 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: OVPI
OVPAF
OVPPRGEA
OVPRE
OUS
Deans
Directors
ODF/Budget
ODAHRD/PRPEO
VSU Hostel
IASO
Accounting
COA
Cash
Registrar
Records
File