

Office of the President

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1 August 2017

MEMORANDUM NO. 313
Series of 2017

T O: Prof. Francisco G. Gabunada, Jr.

R E: Designation as Executive Assistant

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Executive Assistant, effective August 1, 2017 until December 31, 2017 or unless sooner revoked or terminated by higher authorities.

As such, 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

riesident

cc:

OVPI

OVPAF

OVPPRGEA

**OVPRE** 

OUS

Deans

Directors

ODF/Budget

ODAHRD/PRPEO

IASO

Accounting

COA

Cash

Registrar

Records

File