



22 March 2023

MEMORANDUM NO. 572
Series of 2023

T O: Ms. Ma. Melissa F. Mendoza
R E: Designation as Special Disbursement Officer

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Special Disbursement Officer of the VSU Cash Office in addition to your duties as Administrative Aide IV effective immediately until December 31, 2023 or unless sooner revoked or terminated by higher authorities. Anent to this, you are advised to apply for bond.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: OVPAF
ODF/Budget
OUS
COA
ODHRM/RSPPRO
Records
File