



8 March 2022

MEMORANDUM NO. 378

Series of 2022

T O: Mrs. Anita B. Tumamak
R E: Designation as Head, Cashier, VSU Villaba Campus

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

You are directed to receive, collect, and deposit cash; prepare payrolls and process vouchers for payment of the University's obligations.

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
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OVPSAS
OVPPRGAS
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ODF/Budget
OHIA
Deans
Directors
Accounting
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COA
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Records
File