

OFFICE OF THE PRESIDENT

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Management System ISO 9001:2015

www.tuv.com ID 9108658749

16 September 2021

MEMORANDUM NO. <u>598</u> Series of 2021

T 0:

D: Mr. Nino Zenas L. Urgel

R E:

Designation as Head, General Services, VSU-Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, General Services, VSU-Villaba Campus effective immediately until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

President @cg/17/21

cc: VSU-Villaba

OVPAA

OVPAF

OVPREI

OVPSAS

OVPPRGAS

OUS

ODHRM/RSPPRO

ODF/Budget

OHIA

Accounting

Cash

COA

Registrar

Deans

Directors

Records

File