



17 August 2016

MEMORANDUM NO. 225

Series of 2016


T O: Mr. Gerald B. Monsanto

**R E: Designation as Head, Department of Administration and Finance,
VSU Villaba Campus**

In view of the study leave of Mr. Reynaldo Mollejon and as recommended by the VSU-Villaba Campus Dean, you are hereby designated Head, Department of Administration and Finance, VSU Villaba Campus effective immediately until December 31, 2016 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.


EDGARDO E. TULIN
President

cc: VSU-Villaba Campus
OVPI
OVPAF
OVPPRGEA
OVPRE
OUS
Deans
Directors
ODF/Budget
ODAHRD/PRPEO
IASO
Accounting
COA
Cash
Registrar
Records
File