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Office of the President

3 January 2011

MEMORANDUM NO. 47
Series of 2011

T O: Dr. Roberto C. Guarte

R E: Designation as Vice President for Administration & Finance

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Vice President for Administration & Finance effective January 1, 2011 until December 31, 2011 or unless sooner revoked or terminated by higher authorities.

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

Please be guided accordingly.

CC:

OVPAA

OVPAF

OVPPRG

OVPRE

OUS

Deans

Directors

ODF/Budget

ODA

IASO

HRMDO

Accounting

COA

Cash

Records

File