



13 February 2017

**MEMORANDUM NO.** 158  
Series of 2017

**T O:** Ms. Rose Ann D. Aguja

**R E:** Designation as In-charge, Records Office, VSU Tolosa Campus

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Dean of VSU-Tolosa Campus, you are hereby designated In-charge, Records Office, VSU Tolosa Campus effective immediately until December 31, 2017 or unless sooner revoked or terminated by higher authorities.

As In-charge, 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-Tolosa Campus  
OVPI  
OVPAF  
OVPPRGEA  
OVPRE  
OUS  
Deans  
Directors  
ODF/Budget  
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IASO  
Accounting  
COA  
Cash  
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