



22 February 2021

MEMORANDUM NO. 114
Series of 2021

T O: Ms. Ma. Roberta S. Miraflor *2/21/2021*
R E: Designation as Head, Records & Archives

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the Records and Archives Office effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As OIC Head you are directed to:

1. Provide policy guidance on the maintenance and disposition of records, based on government regulations;
2. File and maintain necessary records and establish a records disposition program for the University.

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
EDGARDO E. TULIN
President

cc: OVPA	ODF/Budget	Deans
OVPAF	IASO	Directors
OVPREI	Accounting	Records
OVPSAS	Cash	ODAHRD/PRPEO
OVPPRGAS	COA	File
OUS	Registrar	