

## OFFICE OF THE PRESIDENT

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563 7067 Email: op@vsu.edu.ph Website: www.vsu.edu.ph



Management System ISO 9001:2015

www.tuv.com ID 9108658749

22 February 2021

MEMORANDUM NO. 282 Series of 2021

Т

0:

Ms. Gayleiza Delos Santos

R

E:

Designation as OIC Head, Budget Office, VSU-Tolosa Campus

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

As OIC 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-Tolosa

**OVPAA** 

**OVPAF** 

**OVPREI** 

OVPSAS

**OVPPRGAS** 

OUS

ODAHRD/PRPEO

ODF/Budget

**IASO** 

Accounting

Cash

COA

Registrar

Deans

Directors

Records

File