



11 July 2017

**MEMORANDUM NO.** 297  
Series of 2017

**T O:** Ms. Adelina O. Carreno

**R E:** Designation as OIC, Office of the Director for Extension

In view of the leave of absence of Prof. Efren B. Saz, and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated OIC of the Office of the Director for Extension, effective June 14 - September 14, 2017 or until sooner revoked or terminated by higher authorities.

As such, 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: OVPI  
OVPAF  
OVPPRGEA  
OVPRE  
OUS  
Deans  
Directors  
ODF/Budget  
ODAHRD/PRPEO  
IASO  
Accounting  
COA  
Cash  
Registrar  
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