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Office of the President

18 December 2015

MEMORANDUM NO. 276

Series of 2015

T O: Ms. Teresita L. Quiñanola

R E: Designation as Head, Personnel Records & Performance Evaluation Office

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Head, Personnel Records & Performance Evaluation Office effective January 1, 2016 until December 31, 2016 or unless sooner revoked or terminated by higher authorities.

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