



22 January 2020

MEMORANDUM NO. 21
Series of 2020

T O: Ms. Marwen A. Castañeda
R E: Designation as OIC Registrar's Office

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated OIC of the Registrar's Office effective immediately until a new Registrar shall have been appointed.

Among others, you are tasked to keep, maintain, and update student records and issue transfer credentials, transcript of records, and other official records of students.

As OIC, 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 *ET*
President

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