

Office of the President

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20-21

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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 &

CC:

OVPI OVPAF OVPPRGEA OVPRE OUS

Deans
Directors
ODF/Budget
ODAHRD/PRPEO

IASO Accounting COA Cash Registrar Records

File

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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