

OFFICE OF THE PRESIDENT

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Management System ISO 9001:2015

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22 June 2020

MEMORANDUM NO. 166 Series of 2020

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Ms. Marwen A. Castañeda

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Designation as University Registrar

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as University Registrar effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As University Registrar, you are directed to:

1. Manage the enrolment process;

2. Keep, maintain, and update student records, and issue transfer credentials, transcript of records, and other official records of students.

Moreover, 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:

OVPAA

OVPAF

OVPREI

OVPSAS OVPPRGAS

OUS

Deans

Directors

ODF/Budget

ODAHRD/PREPEO

Accounting

Cash

Registrar

COA

IASO

Records

File