

## OFFICE OF THE PRESIDENT

2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7067
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph



Management System ISO 9001:2015

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22 June 2020

MEMORANDUM NO. 302

Series of 2020

T 0: Mr. Leonilo S. Melchor

R E: Designation as Head, Office of the General Services,

**VSU-Alangalang Campus** 

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Office of the General Services, VSU-Alangalang Campus effective July 1, 2020 until December 31, 2020 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: VSU-Alangalang

OVPAA

OVPAF

**OVPSAS** 

**OVPPRGAS** 

ODAHRD/PRPEO

ODF/Budget

IAS0

Accounting

Cash

COA

Registrar

Deans

**Directors** 

Records

File