



22 June 2020

MEMORANDUM NO. 302

Series of 2020

T O: 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
OVPA
OVPAF
OVPSAS
OVPPRGAS
ODAHRD/PRPEO
ODF/Budget
IASO
Accounting
Cash
COA
Registrar
Deans
Directors
Records
File