



8 March 2022

MEMORANDUM NO. 422

Series of 2022

T O: Ms. Honey Jean Fulminar

R E: Designation as OIC, Library Services, VSU Alangalang Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC, Library Services, VSU Alangalang Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As OIC, Library Services, you are directed to:

1. Oversee the operation of the Campus Library;
2. Plan for its maintenance and development;
3. Report its progress and development;
4. Implement and enforce policies, rules and regulations;
5. Select and acquire library materials;
6. Sign standard forms and official papers and documents;
7. Participate in library networks for collection development;
8. Serve as public relations person for the library;
9. Conduct library instructions and orientations; and
10. Support the research needs of its students, faculty and staff.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This supersedes previous issuances on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc:	VSU-Alangalang	OHIA
	OVPA	Deans
	OVPAF	Directors
	OVPREI	Accounting
	OVPSAS	Cash
	OVPPRGAS	COA
	OUS	Registrar
	ODHRM/OHRSSPR	Records
	ODF/Budget	File