

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Website: www.vsu.edu.ph

5 March 2019

MEMORANDUM NO. 123 Series of 2019

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Ms. Kareen T. Gubalane

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Designation as Head, Department of Teacher Education - VSU Villaba

Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Department of Teacher Education - VSU Villaba Campus effective immediately until December 31, 2019 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.

cc:

VSU Villaba Campus

OVPI

OVPAF

OVPPRGEA

OVPRE

OUS

Deans

Directors

ODF/Budget

ODAHRD/PRPEO

IASO

Accounting

COA

Cash

Registrar

Records

File