



28 May 2018

MEMORANDUM NO. 236

Series of 2018

T O: Engr. Jundy R. Castil

R E: Designation as Head, Department of Mechanical Engineering

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Department of Mechanical Engineering effective June 1, 2018 until December 31, 2018 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: OVPI
OVPAF
OVPPRGEA
OVPRE
OUS
Deans
Directors
ODF/Budget
ODAHRD/PRPEO
DME
IASO
Accounting
COA
Cash
Registrar
Records
File