



24 February 2022

**MEMORANDUM NO. 210**

Series of 2022

**T O: Ms. Marwen A. Castañeda**  
**R E: Designation as University Registrar**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as University Registrar effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As University Registrar, you are directed to:

1. Manage the enrolment process;
2. Keep, maintain, and update student records, and issue transfer credentials, transcript of records, and other official records of students.

Moreover, 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: OVPAA  
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OVPSAS  
OVPPRGAS  
OUS  
Deans  
Directors  
ODF/Budget  
ODHRM/RSPPRO  
Accounting  
Cash  
Registrar  
COA  
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Records  
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