



8 March 2022

**MEMORANDUM NO. 411**

Series of 2022

**T O: Ms. Dulce E. Catindoy**

**R E: Designation as Head, Office of the Cashier, 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 Cashier, VSU Alangalang Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

You are directed to receive, collect, and deposit cash; prepare payrolls and process vouchers for payment of the Campus obligations.

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