

OFFICE OF THE PRESI

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Management System ISO 9001:2015

www.tuv.com ID 9108658749

22 June 2020

MEMORANDUM NO. 242

Series of 2020

T 0: Ms. Ma. Roberta S. Miraflor

R E: Designation as OIC Head, Records & Archives

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Head of the Records and Archives Office effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As OIC Head you are directed to:

1. Provide policy guidance on the maintenance and disposition of records, based on government regulations;

2. File and maintain necessary records and establish a records disposition program for the University.

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

Please be guided accordingly.

President

**OVPAA** CC:

**OVPAF** 

ODF/Budget

Deans

**OVPREI** 

IASO Accounting Directors

File

A globally competitive university for science, technology, and environmental conservation.

**OVPSAS** 

Cash

Records

**OVPPRGAS** 

COA

ODAHRD/PRPEO

OUS

Registrar

Vision:

Mission: