



31 January 2018

**MEMORANDUM NO. 107**

Series of 2018

**T O: Ms. Cynthia Dolores V. Godoy**

**R E: Designation as Head, Central Analytical Service Laboratory**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Central Analytical Service Laboratory effective February 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  
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