



20 February 2018

**MEMORANDUM NO. 140**

Series of 2018

**T O: Dr. Daisy S. Capon**

**R E: Designation as Head, Research and Extension, VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Dean of VSU-Villaba Campus, you are hereby designated Head, Research and Extension, VSU Villaba Campus effective immediately 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: VSU-Villaba Campus

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OVPAF

OVPPRGEA

OVPRE

OUS

Deans

Directors

ODF/Budget

ODABRD/PRPEO

IASO

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Registrar

Records

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