

OFFICE OF THE PRESIDENT

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24 February 2022

MEMORANDUM NO. 186 Series of 2022

Ms. Ma. Roberta S. Miraflor 0:

R E: Designation as Head, Records & Archives

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

As 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:

ODF/Budget

OHIA

Deans

OVPAF OVPREI

Accounting

Directors Records

OVPSAS

Cash

ODHRM/RSPPRO

OVPPRGAS

COA

OUS

Registrar

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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