



8 March 2022

MEMORANDUM NO. 392

Series of 2022

T O: Dr. Criselda B. Inot

R E: Designation as In-Charge, Cafeteria and Guest House, VSU Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as In-Charge, Cafeteria and Guest House, VSU Villaba Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.


As In-Charge, you are directed to:

1. Monitor the security, safety and use of the building, equipment, and materials.
2. Facilitate the cleanliness of the surroundings.
3. Facilitate the procurement of materials needed in food preparation for the cafeteria.
4. Facilitate and monitor the remittance of cafeteria income to the Cashier's Office.
5. Monitor the preparation of food and accommodation of guests.
6. Updates the Chancellor on the needs of the Cafeteria and Guest House.

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