

## OFFICE OF THE PRESIDENT

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11 March 2021

MEMORANDUM NO. <u>353</u> Series of 2021

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**Prof. Rene Canonoy** 

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Designation as Head, Records and Archives, VSU-Tolosa Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Records and Archives, VSU-Tolosa Campus effective March 1, 2021 until December 31, 2021 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.

This supersedes previous issuances on the same subject.

Please be guided accordingly.

EDGARDO E. TULIN

President

CC:

VSU-Tolosa

**OVPAA** 

**OVPAF** 

**OVPREI** 

**OVPSAS** 

**OVPPRGAS** 

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ODAHRD/PRPEO

ODF/Budget

IASO

Accounting

Cash

COA

Registrar

Deans

Directors Records

File

Vision: Mission: