

Office of the President

2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7067
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph

9 October 2019

MEMORANDUM NO. 373

Series of 2018

T 0:

Dr. Santiago T. Peña, Jr.

R E:

Designation as Executive Assistant

In view of change in designation, and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Executive Assistant effective October 10, 2019 until December 31, 2019 or unless sooner revoked or terminated by higher authorities.

As such, 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

OVPAF

OVPPRGEA

OVPRE

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Deans

Directors

ODF/Budget

ODAHRD/PRPEO

IASO

Accounting

COA

Cash

Registrar

Records

File

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

e 1 of 1 Control Number: 089