



9 October 2019

MEMORANDUM NO. 373

Series of 2018

T O: 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
OUS
Deans
Directors
ODF/Budget
ODAHRD/PRPEO
IASO
Accounting
COA
Cash
Registrar
Records
File