



22 June 2020

**MEMORANDUM NO. 217**  
Series of 2020

**T O: Dr. Lourdes B. Cano**

**R E: Designation as OIC, Director for Administrative Services**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Director for Administrative Services effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Provide leadership and management of units and personnel in providing efficient and effective administrative support relating to legal assistance, information, records, delivery and receipt of correspondence, supplies, equipment, inventory management procurement, collections, disbursement, security and custodial work;
2. Study and review existing administration systems, processes and procedures and introduce innovation for improvement;

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

  
**EDGARDO E. TULINO**  
President

cc: OVPAA                      Directors  
     OVPAF                      **Records**  
     OVPREI                     File  
     OVPSAS  
     OVPPRGAS  
     OUS  
     ODAHRD/PRPEO  
     ODF/Budget  
     IASO  
     Accounting  
     Cash  
     COA  
     Registrar  
     Deans  
     Directors  
     Records  
     File