



20 February 2024

**MEMORANDUM NO.** 254  
Series of 2024


**T O:** Mr. Daniel A. Catibo

**R E:** Designation as Student Internship Program (SIP) In-charge/Coordinator of the  
Department of Agricultural Education and Extension

By virtue of the authority vested in me by the VSU Board of Regents and as by recommended by the Department Head, you are hereby designated as Student Internship Program (SIP) In-charge/Coordinator of the Department of Agricultural Education and Extension for the SY 2023-2024.

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

Please be guided accordingly.

  
**DANIEL LESLIE S. TAN**  
OIC-President