

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Website: www.vsu.edu.ph

15 February 2019

MEMORANDUM NO. 85 Series of 2019

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Ms. Velma P. Bontuyan

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Designation as Head, VSU Manila Office (VMO)

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, VSU Manila Office effective immediately until December 31, 2019 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.

Please be guided accordingly.

EDGARDO E. TULIN

cc:

OVPI

**OVPAF** 

**OVPPRGEA** 

**OVPRE** 

OUS

Deans Directors

ODF/Budget

ODAHRD/PRPEO

VMO

IASO

Accounting

COA

Cash Registrar

Records

File

qus