



22 February 2021

MEMORANDUM NO. 115

Series of 2021

T O: Atty. Rysan C. Guinocor

R E: Designation as OIC Head for General Services


In addition to your present duties and responsibilities and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Head for General Services effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Provide mail, transportation, custodial, and general utility services for the University;
2. Provide and coordinate messengerial, duplicating and typing pool services;
3. Perform such other functions as may be provided by law.

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. TULIN
President

cc: OVPAF IASO
OVPAO ODQA
OVPREI Records
OVPPRGEA File
OVPSAS
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Deans
Directors
ODF/Budget
ODAS
Accounting
ODHRM/RSPPRO
COA

renewed by: JFL 3/1/21