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Office of the President

16 May 2014

MEMORANDUM NO. 114
Series of 2014

T O: Dr. Annie P. Gravoso - Grales & 26/14

R E: Designation as OIC, Department of Liberal Arts and Behavioral Sciences

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Officer-in-charge, Department of Liberal Arts and Behavioral Sciences effective immediately until December 31, 2014 or unless sooner revoked or terminated by higher authorities.

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

Please be guided accordingly.

cc: OVPI

OVPAF

OVPPRG

OVPRE

OUS

Deans

Directors

ODF/Budget

ODAHRD/PRPEO

DLABS - CV

IASO

Accounting

COA

Cash

Registrar

Records

File