



8 March 2022

**MEMORANDUM NO. 418**

Series of 2022

**T O: Ms. Sharon A. Costelo**

**R E: Designation as Head, Office of the Registrar, VSU Alangalang Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Office of the Registrar, VSU Alangalang Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Registrar, you are directed to:

1. Manage the enrolment process;
2. Keep, maintain, and update student records, and issue transfer credentials, transcript of records, and other official records of students.

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

This supersedes previous issuances on the same subject.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc:	VSU-Alangalang	COA
	OVPA	Registrar
	OVPAF	Records
	OVPREI	File
	OVPSAS	
	OVPPRGAS	
	OUS	
	ODHRM/OHRSSPR	
	ODF/Budget	
	OHIA	
	Deans	
	Directors	
	Accounting	
	Cash	