



17 August 2016

MEMORANDUM NO. 223
Series of 2016

T O: Dr. Gloria R. Pelayo

R E: Designation as Head, Department of Teacher Education, VSU Villaba Campus

In view of the study leave of Mrs. Hervina V. Mollejon and as recommended by the VSU-Villaba Campus Dean, you are hereby designated Head, Department of Teacher Education, VSU Villaba Campus effective immediately until December 31, 2016 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

♣ President

cc: VSU-Villaba Campus
OVPI
OVPAF
OVPPRGEA
OVPRE
OUS
Deans
Directors
ODF/Budget
ODAHRD/PRPEO
IASO
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COA
Cash
Registrar
Records
File