



31 March 2017

**MEMORANDUM NO.** 285

Series of 2017

**T O: Dr. Daisy S. Capon**

**R E: Designation as OIC Dean, VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby directed to continue serving as OIC Dean of VSU Villaba Campus on hold-over capacity until such time that a new dean shall have been designated.

As OIC Dean, 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  
VSU Villaba Campus  
IASO  
Accounting  
COA  
Cash  
Registrar  
Records  
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