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Office of the President

3 February 2016

MEMORANDUM NO. 45

Series of 2016

T O: Mr. Reynaldo V. Mollejon

**R E: Designation as Head, Office of Administration & Finance
and College Secretary, VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Dean of VSU-Villaba Campus, you are hereby designated Head, Office of Administration & Finance and College Secretary, 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
Accounting
COA
Cash
Registrar
Records
File