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Office of the President

26 January 2010

MEMORANDUM NO. 55
Series of 2010

T O: Prof. Manuel E. Casangcapan *Manuel E. Casangcapan*
R E: Designation as Head, Department of Agricultural Engineering

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Head, Department of Agricultural Engineering effective February 1, 2010 until December 31, 2010 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.

Jose L. Bacusmo
JOSE L. BACUSMO
President

cc: OVPAA
OVPAF
OVPPRG
OVPRE
OUS
Deans
Directors
ODF/Budget
ODA
DAE
Cash
IASO
HRMDO
Accounting
COA
Records
File