



8 June 2020

**MEMORANDUM NO. 100**  
Series of 2020


**T O: Dr. Quenstein D. Lauzon**

**R E: Designation as Head, Research and Extension Office,  
VSU Tolosa Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Research and Extension Office, VSU Tolosa Campus effective immediately until December 31, 2020 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-Tolosa Campus  
OVPI  
OVPAF  
OVPPRGEA  
OVPRE  
OUS  
Deans  
Directors  
ODF/Budget  
ODAHRD/PRPEO  
IASO  
Accounting  
COA  
Cash  
Registrar  
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