



22 February 2021

MEMORANDUM NO. 277
Series of 2021

T O: Dr. Ronald Donceras

R E: Designation as Head, Records and Archives, VSU-Tolosa Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Records and Archives, VSU-Tolosa Campus effective March 1, 2021 until December 31, 2021 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
OVPA
OVPAF
OVPREI
OVPSAS
OVPPRGAS
OUS
ODAHRD/PRPEO
ODF/Budget
IASO
Accounting
Cash
COA
Registrar
Deans
Directors
Records
File