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Office of the President

2 August 2010

MEMORANDUM NO. 204
Series of 2010

T O: Ms. Roberta C. Lemos

R E: Designation as Assistant Director of Finance

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Assistant Director of Finance effective August 2, 2010 until December 31, 2010 or unless sooner revoked or terminated by higher authorities.

As such, 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
President

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