

Pffice of the President
2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Website: www.vsu.edu.ph

11 March 2019

MEMORANDUM NO. 139 Series of 2019

O: Dr. Policarpo N. Duavis

R E: Designation as Head, Department of Arts and Sciences, VSU Tolosa Campus

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Dean of VSU-Tolosa Campus, you are hereby designated as Head, Department Arts and Sciences, VSU Tolosa Campus effective immediately until December 31, 2019 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

Records

File