



4 December 2020

MEMORANDUM NO. 474
Series of 2020

T O: Atty. Rysan C. Guinocor

R E: Designation as OIC Head for General Services

In addition to your present duties and responsibilities and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Head for General Services effective immediately until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Provide mail, transportation, custodial, and general utility services for the University;
2. Provide and coordinate messengerial, duplicating and typing pool services;
3. Perform such other functions as may be provided by law.

Moreover, 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: OVPAF IASO
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Accounting
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COA