



31 January 2018

MEMORANDUM NO. 101

Series of 2018

T O: Ms. Velma P. Bontuyan

R E: Designation as Head, VSU Manila Office (VMO)

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, VSU Manila Office effective February 1, 2018 until December 31, 2018 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: OVPI
OVPAF
OVPPRGEA
OVPRE
OUS
Deans
Directors
ODF/Budget
ODAHRD/PRPEO
VMO
IASO
Accounting
COA
Cash
Registrar
Records
File