

Office of the President

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

8 May 2019

MEMORANDUM NO. Series of 2019

T 0:

Mrs. Joji Parami

R E: Designation as Head, Information and Publication Unit - VSU Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Dean of VSU-Villapa Campus, you are hereby designated Head, Information and Publication Unit - VSU Villaba 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.

cc:

VSU-Villaba Campus

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OVPI

OVPAF

OVPPRGEA

OVPRE

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Deans

Directors

ODF/Budget

ODAHRD/PRPEO

IASO

Accounting

COA

Cash

Registrar

Records

File