



2 September 2022

MEMORANDUM NO. 654

Series of 2022

T O: Dr. Angelyn L. Noble

R E: Designation as OIC Head, Records and Archives Office, VSU Tolosa Campus

In view of the study leave of the incumbent, and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Head, Records and Archives Office, VSU Tolosa Campus effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head you are directed to:

1. Provide policy guidance on the maintenance and disposition of records, based on government regulations;
2. File and maintain necessary records and establish a records disposition program for the College.

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: Mr. Rene Canonoy Registrar
VSU-Tolosa Records
OVPA File
OVPAF
OVPREI
OVPSAS
OVPPRGAS
OUS
ODHRM/OHRSSPR
ODF/Budget
OHIA
Deans
Directors
Accounting
Cash
COA