



22 February 2021

MEMORANDUM NO. 142

Series of 2021

T O: Ms. Mary Ann G. Cobico — *ff 3/1/21*
R E: Designation as Head, Career and Job Placement Services

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Career and Job Placement Services effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Coordinate with government and private agencies that needs manpower for hiring;
2. Provide training on writing application letters, resumes or curriculum vitae;
3. Design programs where students can be oriented with the challenges of the workplace.

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
EDGARDO E. TULIN
President

cc: OVPAA Cash
 OVPAF COA
 OVPREI Registrar
 OVPSAS Deans
 OVPPRGAS Records
 OUS File
 ODAHRD/PRPEO
 ODF/Budget
 IASO
 Accounting