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Office of the President

18 October 2010

MEMORANDUM NO. 250
Series of 2010

T O: Prof. Alberta M. Samson *AS*
R E: Designation as Department Head of Teacher Education,
VSU – Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents and upon recommendation of Prof. Felipe S. Casas you are hereby designated Department Head of Teacher Education, VSU – Villaba Campus effective November 1, 2010 to May 31, 2011 until 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.

[Signature]
JOSE L. BACUSMO
President

cc: Prof. Felipe S. Casas
VSU – Villaba Campus
OVPA
OVPAF
OVPPRG
OVPRE
OUS
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ODF
COA
HRMDO
Accounting
Cash
Records
File