



17 August 2021

MEMORANDUM NO. 552
Series of 2021

T O: Ms. Sheena Lee M. Demain

**R E: Designation as Head, Department of Teacher Education,
VSU-Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Department of Teacher Education, VSU-Villaba Campus effective immediately until December 31, 2021 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: VSU-Villaba
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OVPREI
OVPSAS
OVPPRGAS
OUS
ODHRM/OHRSSPR
ODF/Budget
IASO
Accounting
Cash
COA
Registrar
Deans
Directors
Records
File