



22 June 2020

MEMORANDUM NO. 209
Series of 2020

T O: Ms. Mary Ann G. Cobico
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 July 1, 2020 until December 31, 2020 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, résumés 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. TULINO
President

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