

Office of the President

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10 April 2017

MEMORANDUM NO. 238 Series of 2017

T O: Ms. Lenita L. Caintic

R E: Transfer to the VSU GuestHouse/Pavilion

In view of the management desire to improve efficiency of its employees and as recommended by the Non-Academic Personnel Board (NAPB), you are hereby transferred to the VSU GuestHouse/Pavilion effective April 10, 2017. Please be advised that you are under observation thus, you have to improve your performance.

Please be guided accordingly.

EDGARDO E. TULIN

President

cc: VSU Cebu Office VSU GuestHouse/Pavilion OVPAF ODAHRD/PRPEO Records File