



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