



18 August 2017

MEMORANDUM NO. 328

Series of 2017

T O: Dr. Gavino E. Romero, Jr.

**R E: Designation as Head, Office of General Services & Infrastructure Development
and Building Maintenance Unit, VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Dean of VSU-Villaba Campus, you are hereby designated Head, Office of General Services & Infrastructure Development and Building Maintenance Unit, VSU Villaba Campus effective August 1, 2017 to December 31, 2017 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 Campus
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OVPRE
OUS
Deans
Directors
ODF/Budget
ODAHRD/PRPEO
IASO
Accounting
COA
Cash
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Records
File