



30 January 2023

MEMORANDUM NO. 194
Series of 2023

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 February 1, 2023 until December 31, 2023 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, resumes 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. TULIN
President

cc: OVPA	Cash
OVPAF	COA
OVPREI	Registrar
OVPSAS	Deans
OVPPRGAS	Records
OUS	File
ODHRM/RSPPRO	
ODF/Budget	
OHIA	
Accounting	