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Office of the President

27 May 2009

MEMORANDUM NO. 117

Series of 2009

T O: Dr. Pastor P. Garcia

R E: Designation as Manager, VSU Bakery

In view of recent developments and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Manager of the VSU Bakery effective June 1, 2009 until December 31, 2009 or unless sooner revoked or terminated by higher authorities.

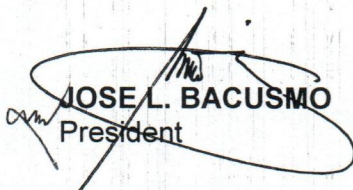
Part of your duties and responsibilities as Project Manager shall be the daily remittance of collections especially when it reaches at least P500 pursuant to COA rules and regulations, submission of monthly and yearly project reports which shall include not only the sales/income and expenses but also changes in inventory of assets and liabilities, problems encountered, solutions undertaken and plan of activities for the next period.

Other than these, you are also required to prepare and submit a yearly operational plan of your project including detailed budgetary estimates.

As Manager, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

Very truly yours,


JOSE L. BACUSMO
President

cc: OVPPRG
OVPAF
OVPRE
OVPA
OUS
COA

IASO
Cash
ODA
PPO
FMO/Budget
Records
IGPO
VSU Bakery
HRMDO
Accounting
File