

Visayas State University

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Office of the President

18 December 2015

MEMORANDUM NO. 241
Series of 2015

T O: Dr. Antonia Cecilia Y. Sandoval

R E: Designation as Head, Department of Agricultural Education and Extension

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Department of Agricultural Education and Extension effective January 1, 2016 until December 31, 2016 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

c: OVPI

OVPAF

OVPPRGEA

OVPRE

OUS

Deans

Directors

ODF/Budget

ODAHRD/PRPEO

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IASO

Accounting

COA

Cash

Registrar

Records

File