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Office of the President

30 June 2014

MEMORANDUM NO. 159

Series of 2014

T O: Ms. Vilma C. Olleras

R E: Appointment as Co-Manager of Hostel and Cashier of the VSU Pavilion Cafeteria

You are hereby designated as Co-Manager of the VSU Hostel effective July 1, 2014 until December 31, 2014. As Co-Manager you are responsible of the following:

- Manage the daily attendance and assignments of the Hostel personnel
- Monitor the collections and remittances of payments
- Attend to the basic needs of the guests
- Implement policies of VSU related to Hostel operations

In the Pavilion Cafeteria, your primary responsibility is cashiering and remittance of the collections to the Pavilion Management Committee and other assignments as needed.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: VSU Hostel
VSU Guest House/Pavilion Cafeteria
PRPEO
Records
File