

## OFFICE OF THE PRESIDENT

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Management System ISO 9001:2015

www.tuv.com ID 9108658749

30 January 2023

MEMORANDUM NO. Series of 2023

T Ms. Queen-ever Y. Atupan

R E: Designation as Head, Cash Office

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the Cash Office effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

You are directed to receive, collect, and deposit cash; prepare payrolls and process vouchers for payment of the University's obligations.

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

**OVPAA** CC:

**OVPAF** 

**OVPREI** 

**OVPSAS** 

**OVPPRGAS** 

OUS

ODF/Budget

OHIA

Accounting

Cash

COA

Registrar

Deans

Directors

Records

ODHRM/RSPPRO