



5 March 2024

**MEMORANDUM NO.** 275  
Series of 2024

**T O: Ms. Mary Ann D. Joya**

**R E: Designation as Special Disbursing Officer – Manila Office**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Special Disbursing Officer of the VSU Manila Office in addition to your duties as Guesthouse Caretaker effective January 2, 2024 until December 31, 2024 or unless sooner revoked or terminated by higher authorities. Anent to this, you are advised to apply for bond.

Please be guided accordingly.

**DANIEL LESLIE S. TAN**  
OIC-President

cc: OVPAF  
Cash  
ODF  
Records  
File