



8 March 2022

MEMORANDUM NO. 452

Series of 2022

T O: Mr. Rene E. Canonoy
R E: Designation as Head, Records and Archives Office, VSU Tolosa Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Records and Archives Office, VSU Tolosa Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head you are directed to:

1. Provide policy guidance on the maintenance and disposition of records, based on government regulations;
2. File and maintain necessary records and establish a records disposition program for the College.

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

This supersedes previous issuances on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc:	VSU-Tolosa	Deans
	OVPA	Directors
	OVPAF	Accounting
	OVPREI	Cash
	OVPSAS	COA
	OVPPRGAS	Registrar
	OUS	Records
	ODHRM/OHRSSPR	File
	ODF/Budget	
	OHIA	