



7 December 2021

MEMORANDUM NO. 700
Series of 2021

T O: All Concerned

R E: Designation as Department/Unit-based Health Status Coordinator

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Department/Unit-based Health Status Coordinator of your respective offices/units effective immediately until December 31, 2021. As such you are to exercise the following functions:

1. Ensure that all officemates will fill-out the COVID-19 Daily Self Checklist through email, IP or pen and paper for those who do not have access to internet.
2. Inform/ Coordinate with USHER anytime a co-worker/officemate answers "YES" to any of the questions in the COVID-19 Daily Self Checklist.
3. Remind officemates not to report to office if and when he/she feels unwell, has been identified as a close contact to a confirmed and probable case.
4. Performs other tasks as necessary and as deemed per assignment.

Please be guided accordingly.


EDGARDO E. TULINA
President

**Designated as Department/Unit-based Health Status Coordinator
As of December 6, 2021**

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