

OFFICE OF THE PRESIDENT

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8 March 2022

MEMORANDUM NO. 369

Series of 2022

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Mr. Teodulo B. Pulminar

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Designation as Head, Records and Archives, VSU Villaba Campus

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

As Head you are directed to:

- 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 University.

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.

Cash

COA

File

Registrar

Records

Please be guided accordingly.

EDGARDO E. TULIN

President

cc:

VSU-Villaba

OVPAA

OVPAF

OVPREI

OVPSAS

OVPPRGAS

OUS

ODHRM/OHRSSPR

ODF/Budget

OHIA

Deans

Directors

Accounting

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.