



31 January 2023

MEMORANDUM NO. 420
Series of 2023

T O: Mr. Frank Britz V. Cadavis
R E: Designation as Campus Registrar, VSU Tolosa Campus

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

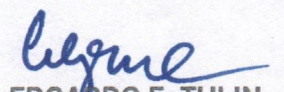
As Campus Registrar, you are directed to:

1. Manage the enrolment process of the College;
2. Keep, maintain, and update student records, and issue transfer credentials, transcript of records, and other official records of students.

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
OVPAA
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OUS
ODHRM/OHRSSPR
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Deans
Directors
Accounting
Cash
COA
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Records
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