



12 September 2017

**MEMORANDUM NO. 346**

Series of 2017

**T O: Ms. Ma. Melissa F. Mendoza**

**R E: Designation as Special Disbursement Officer**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Special Disbursement Officer in addition to your duties as Administrative Aide IV effective immediately until December 31, 2017 or unless sooner revoked or terminated by higher authorities.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: OVPAF  
ODF/Budget  
OUS  
COA  
ODAHRD/PRPEO  
Records  
File

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**Vision:** *The premier university of science and technology in the Visayas.*

**Mission:** *Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.*