



10 September 2019

**MEMORANDUM NO. 348**  
Series of 2019

**T O: Ms. Rochelle T. Cervantes**

**R E: Designation as In-Charge, Alumni Affairs Office, VSU Tolosa Campus**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Dean of VSU-Tolosa Campus, you are hereby designated as In-Charge, Alumni Affairs Office, VSU Tolosa Campus effective immediately until December 31, 2019 or unless sooner revoked or terminated by higher authorities.

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

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: VSU-Tolosa Campus  
OVPI  
OVPAF  
OVPPRGEA  
OVPRE  
OUS  
Deans  
Directors  
ODF/Budget  
ODAHRD/PRPEO  
IASO  
Accounting  
COA  
Cash  
Registrar  
**Records**  
File

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