

OFFICE OF THE PRESIDENT

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Management System ISO 9001:2015

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22 February 2021

MEMORANDUM NO. 215 Series of 2021

Т 0:

Mr. Leonilo S. Melchor

R E: Designation as Head, Office of the General Services,

VSU-Alangalang Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Office of the General Services, VSU-Alangalang Campus effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Head, 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-Alangalang

OVPAA

OVPAF

OVPSAS

OVPPRGAS

OVPREI

ODAHRD/PRPEO

ODF/Budget

IASO

Accounting

Cash

COA

Registrar

Deans

Directors

Records

File