



22 February 2021

MEMORANDUM NO. 215

Series of 2021


T O: 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
OVPA
OVPAF
OVPSAS
OVPPRGAS
OVPREI
ODAHRD/PRPEO
ODF/Budget
IASO
Accounting
Cash
COA
Registrar
Deans
Directors
Records
File