



24 February 2022

**MEMORANDUM NO. 185**

Series of 2022

**T O: Mr. Nevin A. Pacada**

**R E: Designation as Head, VSU Cebu Office**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the VSU Cebu Office effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

You are task to do the following:

1. Provide leadership and management of the office of Cebu;
2. Conduct business and canvass for alternative methods of procurement;
3. Manage the lodging house in Cebu.

Moreover, 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: OVPA	ODF/Budget	Deans
OVPAF	OHIA	Directors
OVPREI	Accounting	Records
OVPSAS	Cash	ODHRM/RSPPRO
OVPPRGAS	COA	File
OUS	Registrar	