



10 September 2019

MEMORANDUM NO. 344

Series of 2019

T O: Mr. Dexter A. Oberes

R E: Designation as In-Charge, Records 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, Records 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
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OVPAF
OVPPRGEA
OVPRE
OUS
Deans
Directors
ODF/Budget
ODABRD/PRPEO
IASO
Accounting
COA
Cash
Registrar
Records
File