



30 January 2023

MEMORANDUM NO. 233
Series of 2023

T O: Atty. Rysan C. Guinocor

R E: Designation as OIC Head for General Services

In addition to your present duties and responsibilities and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Head for General Services effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As OIC Head, you are directed to:

1. Provide mail, transportation, custodial, and general utility services for the University;
2. Provide and coordinate messengerial, duplicating and typing pool services;
3. Perform such other functions as may be provided by law.

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: OVPAF OHIA
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 OVPPRGEA File
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 ODF/Budget
 ODAS
 Accounting
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