

## OFFICE OF THE PRESID

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6 January 2022

MEMORANDUM NO. \_\_O4 Series of 2022

T Dr. Daniel Leslie S. Tan 0:

R E: Designation as OIC of VSU

You are hereby designated as OIC of VSU on January 7, 2022 in view of my travel to Tacloban City.

As OIC, you are entitled to the privileges granted and the rsponsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

CC:

**OVPAF** 

**OVPAA** 

**OVPSAS** 

**OVPPRGAS** 

OUS

Deans

Directors

ODHRM/OHRSSP

ODF/Budget

IASO

Accounting

Cash

COA

Registrar

Records

File