



3 October 2023

MEMORANDUM NO. 908
Series of 2023

T O: Ms. Miriam M. de la Torre
R E: Designation as OIC, University Registrar

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC, University Registrar effective immediately until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As OIC University Registrar, you are directed to:

1. Manage the enrolment process;
2. Keep, maintain, and update student records, and issue transfer credentials, transcript of records, and other official records of students.

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	IASO	Directors
OVPREI	Accounting	Records
OVPSAS	Cash	HRMO/RSPPRO
OVPPRGAS	COA	File
OUS	Registrar	