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Office of the President

26 January 2010

MEMORANDUM NO. 31
Series of 2010

T O: Ms. Roberta C. Lemos

R E: Designation as OIC, Finance Management Division

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Officer-in-Charge, Finance Management Division effective February 1, 2010 until December 31, 2010 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.


JOSE L. BACUSMO
President

cc: OVPAA
OVPAF
OVPPRG
OVPRE
OUS
Deans
Directors
FMO/Budget - *2/1/10*
ODA
Cash
IASO
HRMDO
Accounting - *Eff 2-1-10*
COA
Records
File