



22 June 2020

**MEMORANDUM NO.** 210  
Series of 2020

**T O: Mr. Vicente A. Gilos**  
**R E: Designation as Chief Librarian**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Chief Librarian effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Chief Librarian, you are directed to:

1. Oversee the operation of the University Library;
2. Plan for its maintenance and development;
3. Report its progress and development;
4. Implement and enforce policies, rules and regulations;
5. Select and acquire library materials;
6. Sign standard forms and official papers and documents;
7. Participate in library networks for collection development;
8. Serve as public relations person for the library;
9. Conduct library instructions and orientations; and
10. Support the research needs of its students, faculty and staff.

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. TULINO**  
President

cc:	OVPAA	IASO
	OVPAF	Accounting
	OVPREI	Cash
	OVPASAS	COA
	OVPPRGAS	Registrar
	OUS	Deans
	ODAHRD/PRPEO	Directors
	ODF/Budget	Records
	File	