



28 May 2018

MEMORANDUM NO. 234

Series of 2018

T O: Ms. Mary Jean M. Sapan

R E: Designation as OIC, Institute of Human Kinetics

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Officer-in-Charge of the Institute of Human Kinetics effective immediately until December 31, 2018 or unless sooner revoked or terminated by higher authorities.

As OIC, 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: OVPI
OVPAF
OVPPRGEA
OVPRE
OUS
Deans
Directors
ODF/Budget
ODAHRD/PRPEO
IHK
IASO
Accounting
COA
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File