



22 January 2024

MEMORANDUM NO. 81
Series of 2024

T O: Mr. Alexander L. Cabral


**R E: Designation as Supervisor, Food and Beverage Service of the
Guesthouse, Pavilion and VSU Garden Resort**

By virtue vested in me by the VSU Board of Regents and as recommended by the Head, DTHM, you are hereby designated as Supervisor of the Food and Beverage Service of the Guesthouse, Pavilion and VSU Garden Resort effective February 1, 2024 until a new President shall have been selected or unless sooner revoked or terminated by higher authorities.

Your responsibilities shall include:

1. Supervising the Food and Beverage Service Operation of the Guest House, Pavilion and Beach Garden Resort.
2. Ensuring all customer service standards are met.
3. Monitoring the day-to-day operations of the Food and Beverage Service and Resort Operation.

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


DANIEL LESLIE S. TAN
OIC President

cc: Dr. D. O. Ferraren, VPPRGAS & Chairman, IGP BOM
Dr. B. S. Belonias, VPAA
Dr. M. N. Serioño, Dean, CME
Mr. R. G. Omega, Head, DTHM
Ms. H. S. V. Colis, Dir., HRMO
Ms. A. C. Godoy, VSU Guesthouse/Pavilion
Prof. A. M. Pomida, VSU Garden Resort & IGP Director
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