



30 January 2023

MEMORANDUM NO. 166
Series of 2023

T O: Ms. Marwen A. Castañeda
R E: Designation as University Registrar

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as University Registrar effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As 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: OVPAA
OVPAF
OVPREI
OVPSAS
OVPPRGAS
OUS
Deans
Directors
ODF/Budget
ODHRM/RSPPRO
Accounting
Cash
Registrar
COA
OHIA
Records
File