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Office of the President

2 January 2012

MEMORANDUM NO. 50

Series of 2012

T O: Engr. Sean O. Villagonzalo

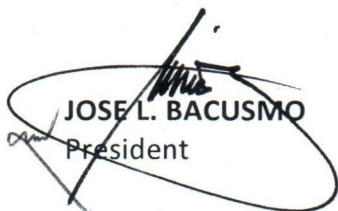
R E: Designation as Head of the Information Communication Technology Unit (ICTU)

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the VP for Research and Extension, you are hereby designated Head of the Information Communication Technology Unit (ICTU) effective January 2, 2012 until December 31, 2012 or unless sooner revoked or terminated by higher authorities.

As Unit Head, you are expected to perform the following duties and responsibilities:

- Take charge of the operation and management of the unit
- Supervise the work of the support staff
- Supervise the operation and maintenance of ICTU facilities
- Give the Vice President for R & E a quarterly update of the operational status of the unit including the financial status from delivered services
- Present the annual accomplishments and plans of the unit during the year-end consultative forum with unit heads under OVPRE

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPRE OVPI
OVPPRG OVPAF
OUS Deans
ODF/Budget Directors
ODAHRD PRPEO
IASO Accounting
COA Cash
Records File