



22 June 2020

**MEMORANDUM NO. 284**

Series of 2020


**T O: Ms. Shereen A. Merro**

**R E: Designation as Head, Office of the Records and Archives,  
VSU-Tolosa Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Office of the Records and Archives, VSU-Tolosa Campus effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Head, 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: VSU-Tolosa  
OVPAA  
OVPAF  
OVPREI  
OVPSAS  
OVPPRGAS  
OUS  
ODAHRD/PRPEO  
ODF/Budget  
IASO  
Accounting  
Cash  
COA  
Registrar  
Deans  
Directors  
**Records**  
File