

OFFICE OF THE PRESIDENT

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22 June 2020

MEMORANDUM NO. 284 Series of 2020

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Ms. Shereen A. Merro

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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. TULING.

President

CC:

VSU-Tolosa

OVPAA

OVPAF

OVPREI

OVPSAS

OVPPRGAS

OUS

ODAHRD/PRPEO

ODF/Budget

IASO

Accounting

Cash

COA

Registrar

Deans

Directors

Records

File