



30 January 2023

MEMORANDUM NO. 240

Series of 2023

T O: Ms. Ma. Roberta S. Miraflor

R E: Designation as Head, Records & Archives

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

As Head you are directed to:

1. Provide policy guidance on the maintenance and disposition of records, based on government regulations;
2. File and maintain necessary records and establish a records disposition program for the University.

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	ODF/Budget	Deans
OVPAF	OHIA	Directors
OVPREI	Accounting	Records
OVPASAS	Cash	ODHRM/RSPPRO
OVPPRGAS	COA	File
OUS	Registrar	