



4 November 2019

**MEMORANDUM NO.** 395  
Series of 2019

**T O: Dr. Lourdes B. Cano**

**R E: Designation as Officer-in-Charge, Planning Office**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Officer-in-Charge of the Planning Office in your concurrent capacity as Director of Administration and Human Resource Development effective immediately until December 31, 2019 or unless sooner revoked or terminated by higher authorities.

As such, 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: OVPI  
OVPAF  
OVPPRGEA  
OVPRE  
OUS  
Deans  
Directors  
ODF/Budget  
ODAHRD/PRPEO  
IASO  
Accounting  
COA  
Cash  
Registrar  
Records  
File