

Visayas State University

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Office of the President

22 May 2014

MEMORANDUM NO. 125

Series of 2014

T O: Dr. Editha G. Cagasan

R E: Designation as Head, Multi-Media Development Center

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Multi-Media Development Center effective immediately until December 31, 2014 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.

cc.

OVPI

OVPAF

OVPPRG

OVPRE

OUS

Deans

Directors

ODF/Budget

ODAHRD/PRPEO

MMDC

IASO

Accounting

COA

Cash

Registrar

Records

File