



22 February 2021

**MEMORANDUM NO. 130**

Series of 2021

**T O: Ms. Marwen A. Castañeda**  
**R E: Designation as University Registrar**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as University Registrar effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.


As University Registrar, you are directed to:

1. Manage the enrolment process;
2. Keep, maintain, and update student records, and issue transfer credentials, transcript of records, and other official records of students.

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  
OVPAF  
OVPREI  
OVPSAS  
OVPPRGAS  
OUS  
Deans  
Directors  
ODF/Budget  
ODABRD/PREPEO  
Accounting  
Cash  
Registrar —   
COA  
IASO  
Records  
File