



8 March 2022

MEMORANDUM NO. 391

Series of 2022

T O: Ms. Vivian M. Galicia

R E: Designation as Head, General Services, VSU Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, General Services, VSU Villaba Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Provide mail, transportation, custodial, and general utility services for the University;
2. Provide and coordinate messengerial, duplicating and typing pool services;
3. Perform such other functions as may be provided by law.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This supersedes previous issuances on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: VSU-Villaba COA
OVPAAs Registrar
OVPAF Records
OVPREI File
OVPSAS
OVPPRGAS
OUS
ODHRM/OHRSSPR
ODF/Budget
OHIA
Deans
Directors
Accounting
Cash