



22 June 2020

MEMORANDUM NO. 242
Series of 2020

T O: Ms. Ma. Roberta S. Miraflor

R E: Designation as OIC Head, Records & Archives

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Head of the Records and Archives Office effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As OIC 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	IASO	Directors
	OVPREI	Accounting	Records
	OVPSAS	Cash	ODAHRD/PRPEO
	OVPPRGAS	COA	File
	OUS	Registrar	