



31 January 2018

**MEMORANDUM NO. 74**  
Series of 2018

**T O: Dr. Myrna M. Avila**

**R E: Designation as Head, Information Office**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Information Office effective February 1, 2018 until December 31, 2018 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.

  
**EDGARDO E. TULIN**  
President

cc: OVPI  
OVPAF  
OVPPRGEA  
OVPRE  
OUS  
Deans  
Directors  
ODF/Budget  
ODAHRD/PRPEO  
Information Office  
IASO  
Accounting  
COA  
Cash  
Registrar  
Records  
File