



OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS  
**UNIVERSITY OF THE PHILIPPINES DILIMAN**

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**Memorandum No. LRS-2021-003**



**TO :** Prof. SARAH F. LUMBA-TAJONERA  
Officer-in-Charge, Office of Student Housing

**FROM :**   
**LOUISE JASHIL R. SONIDO**  
Vice Chancellor for Student Affairs

**SUBJECT :** Extension of Designation as Officer-in-Charge of the Office of the  
Vice Chancellor for Student Affairs

**DATE :** 03 February 2021

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Memorandum No. LRS-2020-002 – Designation as Officer-in-Charge of the Office of the Vice Chancellor for Student Affairs – is hereby amended to reflect the extension of your designation as the Officer-in-Charge of the Office of the Vice Chancellor for Student Affairs until 05 February 2021.

As Officer-in-Charge, your duties and responsibilities shall include signing/facilitating of disbursement vouchers, letters, and other communications, and acting as representative of the OVCSA in meetings/activities.

Thank you.

CC: Chancellor Fidel R. Nemenzo  
OVCA  
OVCAA  
OVCCA  
OVCRD  
OVCPD  
DAO  
DBO  
DCO  
DLO  
HRDO  
OVCSA Sub-Units