




Memorandum No. LRS-2021-022

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

FROM : 
LOUISE IASHEL R. SONIDO
Vice Chancellor for Student Affairs

SUBJECT : Designation as Officer-in-Charge of Office of the Vice Chancellor for Student Affairs (15 - 18 June 2021)

DATE : 14 June 2021

You are hereby designated as Officer-in-Charge of the Office of the Vice Chancellor for Student Affairs (OVCSA) while I am on self-quarantine.

As Officer-in-Charge, your duties and responsibilities shall include the following:

- a. All personnel matters such as signing of basic papers, contract of services/job order, leave form, Daily Time Record of OVCSA Executive Office, travel order or endorsement of travel authority of OVCSA cluster, etc.
- b. All financial matters such as signing of disbursement vouchers, endorsement on requests for funding, etc.
- c. All students/student organizations matters such as signing of EDF Discount Form and Activity Approval Form.
- d. Represent OVCSA in physical meetings and activities.

Kindly note that all matters concerning policy formulation should only be acted upon by the Vice Chancellor.

Thank you.

CC: Chancellor FIDEL R. NEMENZO, DSc
OVCA
OVCAA
OVCCA
OVCPD
OVCRD
Diliman Accounting Office
Diliman Budget Office
Diliman Cash Office
Diliman Legal Office
Human Resource Development Office
OVCSA Executive Office, Sub-Units