



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

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Memorandum No. LRS-2021-002



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

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

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

DATE : 01 February 2021

You are hereby designated as Officer-in-Charge of the Office of the Vice Chancellor for Student Affairs (OVCSA) on 02 – 03 February 2021 while I am on official leave.

As Officer-in-Charge, your duties and responsibilities shall include signing/facilitating of disbursement vouchers, letters, and other communications, and acting as representatives 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