




**Memorandum No. LRS-2021-025**

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

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

**SUBJECT :** Designation as Officer-in-Charge of Office of the Vice Chancellor for Student Affairs (26 – 30 July 2021)

**DATE :** 23 July 2021

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

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