



**VISAYAS**  
STATE UNIVERSITY

**ACCOUNTING  
OFFICE**

April 14, 2025

**Dr. Prose Ivy G. Yepes**  
President  
VSU, VISCA, Baybay City, Leyte


Thru: **Dr. Moises Neil V. Serio**  
Vice President for Admin and Finance

Dear **Dr. Serio**:

May I recommend the designation of **Ms. Norieta B. Bustillo** as Inspector in-charge for office supplies and other materials on **April 15, 2025** since I will be on official travel on the said date while my co-inspector is on maternity leave.

Thank you.

Very truly yours,

  
**JHONAVEL R. CASTIL**  
Admin. Officer II

Conforme:

  
**NORIETA B. BUSTILLO**  
Admin. Assistant III

By the Authority of the President

**MOISES NEIL V. SERIO**  
Vice President for Admin and Finance