



22 March 2024

**MEMORANDUM NO.** 301  
Series of 2024

**T O: Dr. Aleli A. Villocino**

**R E: Designation as Officer-In-Charge, Visayas State University**

In view of my official travel to Tacloban City and VSU Component Campuses, you are hereby designated as Officer-in-Charge of the Visayas State University on March 25 – 27, 2024 or until my return.

As OIC, you are authorized to discharge the functions of the President in addition to your official duties and responsibilities.

**PROSE IVY G. YEPES**  
President

cc: OVPAA  
OVPAF  
OVPSAS  
OVPPRGAS  
OVPREI  
OUS  
Accounting  
Cash  
FMO/Budget  
HRMO/RSPPRO  
Registrar  
Deans  
Directors  
Records  
File