

Visayas State University

Visca, Baybay City, Leyte 6521-A Philippines

> Tel: +63 53 563 7067 website: <u>www.vsu.edu.ph</u>

Office of the President

27 October 2015

MEMORANDUM NO. 192
Series of 2015

T O: Prof. Alan B. Loreto

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

In connection with my travel to VSU Tolosa, Tacloban City and VSU Alang-alang, you are hereby designated Officer-In-Charge of the Visayas State University on October 27, 2015 or until my return.

As Officer-In-Charge, you are authorized to discharge the functions of the Office of the President in addition to your official duties and responsibilities.

President

cc:

OVPAF OVPI

OVE

JOSÉ L. BACUSMO

OVPPRGEA

OVPRE

OUS

Deans

Directors

Accounting

Cash

COA

IASO FMO/Budget

ODAHRD/PRPEO

Registrar

Records

File