

Visayas State University

Visca, Baybay City, Leyte 6521-A **Philippines**

Tel: +63 53 563 7067 website: www.vsu.edu.ph

Office of the President

3 June 2015

MEMORANDUM NO. Series of 2015

T Prof. Alan B. Loreto 0:

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

In connection with my travel to Tacloban City, you are hereby designated Officer-In-Charge of the Visayas State University on June 5, 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

OVPPRGEA

OVPRE

OUS

Deans

Directors Accounting

Cash

COA

IASO FMO/Budget

ODAHRD/PRPEO

Registrar

Records

File