



2 December 2021

**MEMORANDUM NO.** 688  
Series of 2021

**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, you are hereby designated Officer-in-Charge of the Visayas State University on December 3, 2021 or until my return.

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

  
**EDGARDO E. TULIN**  
President

cc: OVPAA  
OVPAF  
OVPSAS  
OVPPRGAS  
OVPREI  
OUS  
Deans  
Directors  
Accounting  
Cash  
COA  
OHIA  
FMO/Budget  
ODHRM/OHRSPPR  
Registrar  
Records  
File