

OFFICE OF THE PRESIDENT

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563 7067 Email: op@vsu.edu.ph Website: www.vsu.edu.ph



Management System ISO 9001:2015

www.tuv.com

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