



30 May 2018

MEMORANDUM NO. 239

Series of 2018

T O: Dr. Othello B. Capuno

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

In connection with my official travel to Tolosa, Leyte, you are hereby designated Officer-in-Charge of the Visayas State University on May 31, 2018 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.


EDGARDO E. TULIN
President

cc: OVPAF
OVPI
OVPPRGEA
OVPRE
OUS
Deans
Directors
Accounting
Cash
COA
IASO
FMO/Budget
ODAHRD/PRPEO
Registrar
Records
File