

Office of the President

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563 7067

Telefax: +63 53 563 7067 Email: op@vsu.edu.ph Website: www.vsu.edu.ph

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.

FOGARDO E. TULIN

cc:

OVPAF

OVPI

OVPPRGEA

OVPRE

OUS

Deans

Directors

Accounting

Cash

COA

IASO

FMO/Budget

ODAHRD/PRPEO

Registrar

Records

File