



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



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**MEMORANDUM NO.** 944  
Series of 2024

**TO: Ms. Sharon Costelo**

**RE: Relief from Designation as Registrar Designate – VSU Alangalang Campus and Smooth Facilitation of the Turnover of Pertinent Documents, Accomplishment Reports, and Duties and Responsibilities Inherent to the Office**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: November 22, 2024**

I wish to convey my sincere gratitude for the valuable services you have extended and for the knowledge, competence, and skills you have shared and contributed to the office and to the university as the Registrar - VSU Alangalang Campus.

In view of the significant appointment of the new Registrar designate, you are hereby relieved from your designation as such **effective immediately**.

Moreover, you are requested to facilitate a smooth and proper turnover of pertinent documents, accomplishment reports, and duties and responsibilities inherent to the office the soonest time possible.

For your information and usual support.

cc: VSU Alangalang  
Records  
File

**OFFICE OF THE PRESIDENT**

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