



# Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

---

Office of the President

26 December 2013

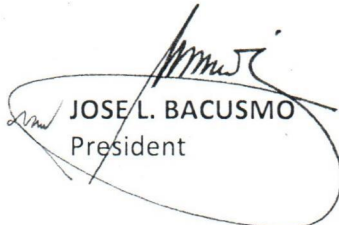
MEMORANDUM NO. 255  
Series of 2013

T O: Prof. Alan B. Loreto

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

In connection with my trip to Southern Leyte, you are hereby designated Officer-In-Charge of the Visayas State University today, December 26, 2013 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.

  
JOSE L. BACUSMO  
President

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