

Office of the President

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES

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17 August 2016

MEMORANDUM NO. 199 Series of 2016

T O: Dr. Othello B. Capuno

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

In connection with my travel to Manila, you are hereby designated Officer-in-Charge of the Visayas State University on August 18–19, 2016 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

EPresident

cc:

OVPAF

OVPI

OVPPRGEA

OVPRE

OUS

Deans

Directors

Accounting

Cash

COA

IASO

FMO/Budget

ODAHRD/PRPEO

Registrar

Records

File