



MEMORANDUM NO. 347

Series of 2024

TO: **Dr. Edgardo E. Tulin**

RE: **Relief from Designation as Vice President for Administration and Finance 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: **May 3, 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 Vice President for Administration and Finance.

In view of the significant appointment of **Dr. Elwin Jay V. Yu** as the **new Vice President for Administration and Finance**, you are hereby relieved from your designation as such **effective May 6, 2024**.

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 compliance.

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000