



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A  
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601  
e-mail: [opvisca@mozcom.com](mailto:opvisca@mozcom.com); website: [www.lsu-visca.edu.ph](http://www.lsu-visca.edu.ph)

*Office of the President*

24 June 2008

**MEMORANDUM NO. 139**

Series of 2008

**T O: Ms. Carmencita S. Reyes**  
**Guidance Counselor**

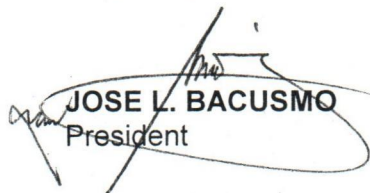
**R E: Designation as Officer-in-Charge of Student Admissions Office**

By virtue of the authority vested in me by the Board of Regents, you are hereby designated Officer-in-Charge (OIC) of the Student Admissions Office (SAO) in addition to your duties and responsibilities as Guidance Counselor effective immediately until such time that an Admissions' Officer shall have been selected.

As OIC Admissions' Officer, you are to:

1. Plan and implement programs to effectively carry out the functions of the SAO;
2. Supervise and manage the personnel of the SAO;
3. Ensure that pertinent records are kept, filed and well-managed;
4. Attend meetings when representation of the SAO is necessary; and
5. Perform other tasks deemed necessary.

For your guidance and compliance.

  
**JOSE L. BACUSMO**  
President

cc: OVPAA  
OVPAF  
OVPRE  
OVPPRG  
OUS  
Deans  
USSO  
HRMDO  
Registrar  
Records  
**File**