



Visayas State University

Visca, Baybay, Leyte 6521-A

Philippines

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

website: www.vsu-visca.edu.ph

Office of the President

31 January 2011

MEMORANDUM NO. 97

Series of 2011

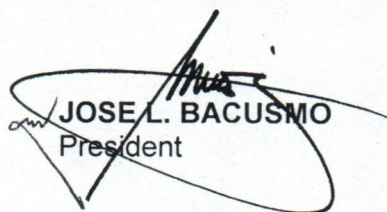
T O: Mr. Simeon P. Sedrome

R E: Designation as Head, Records Division

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Head of the Records Division effective February 1, 2011 until December 31, 2011 or unless sooner revoked or terminated by higher authorities.

As Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPAA
OVPAF
OVPPRG
OVPRE
OUS
Deans
Directors
ODF/Budget
ODA
Cash
IASO
HRMDO
Accounting
COA
Records
File