



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



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MEMORANDUM NO. 877
Series of 2024

TO: Ms. Miriam M. de la Torre

RE: Relief from Designation as OIC University Registrar 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: October 23, 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 OIC University Registrar.

In view of the significant appointment of the new University Registrar, you are hereby relieved from your designation as such **effective October 23, 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 support.

cc: Records
File

OFFICE OF THE PRESIDENT

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