



# 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.vsu-visca.edu.ph](http://www.vsu-visca.edu.ph)

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*Office of the President*

19 November 2008

**MEMORANDUM NO. 230**

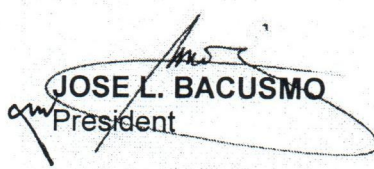
Series of 2008

**T O: Dr. Othello B. Capuno**

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

In view of the unforeseen official travel to Manila of Dr. Manuel K. Palomar, the designated OIC for this day, November 19, 2008, you are hereby designated Officer-In-Charge of the Visayas State University on said day 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.

  
**JOSE L. BACUSMO**  
President

cc: OVPAA  
OVPAF  
OVPPRG  
OVPRE  
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Deans  
Directors  
Personnel  
Accounting  
Cash  
COA  
ODF  
ODA  
Budget  
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File