



13 December 2023

**MEMORANDUM NO.** 974  
Series of 2023

**T O: Dr. Edgardo E. Tulin**

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

In view of my personal leave, you are hereby designated as Officer-in-Charge of the Visayas State University on December 27 – 29, 2023 or until my return.

As OIC, you are authorized to discharge the functions of the President in addition to your official duties and responsibilities.



**DANIEL LESLIE S. TAN**  
Officer-In-Charge

cc: OVPA  
OVPAF  
OVPSAS  
OVPPRGAS  
OVPREI  
OUS  
Deans  
Directors  
Accounting  
Cash  
COA  
IASO  
FMO/Budget  
HRMO/RSPPRO  
Registrar  
Records  
File