

Visayas State University

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Office of the President

13 April 2009

MEMORANDUM NO. 73
Series of 2009

T O: Dr. Roberto C. Guarte

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

In connection with my travel to Tacloban City and VSU-Alangalang Campus, you are hereby designated Officer-In-Charge of the Visayas State University on April 14, 2009 or 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.

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cc: OVPAA

OVPAF

OVPPRG

L. BACUSMO

OVPRE

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Deans

Directors

Personnel

Accounting

Cash

COA

ODF

ODA

Budget

Records File