

## Visayas State University

Visca, Baybay City, Leyte 6521-A Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601 website: www.ysu-yisca.edu.ph

## Office of the President

28 April 2010

MEMORANDUM NO. 142-A Series of 2010

T O: Miss Dominga P. Villarmino

R E: Designation as OIC, Cashier's Office

By virtue of the authority vested in me by the VSU Board of Regents and upon recommendation of the VSU-Isabel Campus Dean, Dr. Edwin A. Balbarino, you are hereby designated Officer-in-Charge, Cashier's Office effective April 29, 2010 to July 31, 2010, in the meantime that Ms. Charito B. Español , Permanent Cashier I is on extended sick leave of absence.

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

Please be guided accordingly.

President

cc: Department Heads
College Secretary
Head, ASO
Head, AFSO
Head, RDEO
OVPAA
OVPAF
ODCI
OUS
HRMDO

JQSE∕L. BACUSM\Q

Records, VSU Main Records, VSU Isabel

File