



VISAYAS STATE UNIVERSITY

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Office of the President

9 May 2008

MEMORANDUM NO. 93
Series of 2008

T O: Dr. Felix J. Amestoso

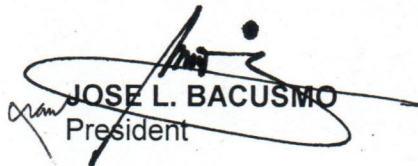
**R E: Designation as OIC Project Manager/Caretaker of the VSU Bakery
(STF Project)**

In view of the request for relief of the incumbent Project Manager of the VSU Bakery (STF), you are hereby designated as OIC Project Manager/Caretaker of the said project effective immediately until a new Project Manager shall have been designated.

As OIC Project Manager/Caretaker, part of your duties and responsibilities shall be the daily remittance of collections especially when it reaches at least P500 pursuant to COA rules and regulations, submission of monthly and yearly project reports which shall include not only the sales/income and expenses but also changes in inventory of assets and liabilities, problems encountered, solutions undertaken and plan of activities for the next period. You are also required to prepare and submit a yearly operational plan of your project including detailed budgetary estimates.

As such, you are entitled to whatever privileges attached to your designated position.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc:	Dr. L. S. Palomar	FMO/Budget
	OVPPRG	Deans
	OVPAF	Directors
	OVPRE	IASO
	OVPA	Cash
	OUS	ODA
	COA	Records
	IGPO	File
	HRMDO	
	Accounting	