



25 May 2023

MEMORANDUM NO. 639
Series of 2023

T O: Dr. Daniel Leslie S. Tan

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

In view of my official travel to the Netherlands, you are hereby designated as Officer-in-Charge of the Visayas State University on June 26 – 30, 2023 or until my return.

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

EDGARDO E. TULIN
President

Conforme:

DANIEL LESLIE S. TAN
VP for Administration and Finance

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

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000