



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A  
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601  
e-mail: [opvisca@mozcom.com](mailto:opvisca@mozcom.com); website: [www.lsu-visca.edu.ph](http://www.lsu-visca.edu.ph)

*Office of the President*

30 May 2008

**MEMORANDUM NO. 110**  
Series of 2008

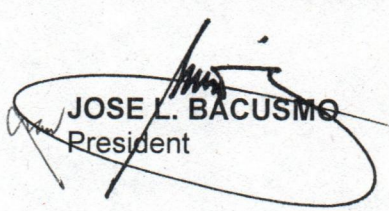
**T O: Dr. Pablo B. Pedrera**  
**Dean, Alang-alang Campus**

**R E: Documents for Submission to COA**

Attached please find a letter from Ms. Teodora C. Vinegas, Audit Team Leader based at VSU asking for submission to her office of documents for the months of February to April 2008.

You are hereby directed to submit to COA the documents requested, this office furnished with a copy of the transmittal letter for our information and guidance.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President

cc: COA  
Records  
File

*Faxed 5:20 PM  
# 331-9016*