

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A Philippines

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

Office of the President

9 February 2009

MEMORANDUM NO. <u>34</u> Series of 2009

T O: Dr. Roberto C. Guarte

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

In connection with my official travel to Babatngon, Leyte, you are hereby designated Officer-in-Charge of the Visayas State University on February 10, 2009.

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.

President

cc:

OVPAF
OVPAA
OVPRE
OUS
Deans
Directors
Personnel
Accounting
Cash
COA
Records
File