



VISAYAS STATE UNIVERSITY

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Office of the President

21 December 2007

MEMORANDUM NO. 240


Series of 2007

T O: Dr. Jose M. Alkuino, Jr.

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

In connection with my trip to Burauen, Leyte, you are hereby designated Officer-in-Charge of the Visayas State University in the afternoon of December 21, 2007 or until my return.

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.


MANUEL K. PALOMAR

Officer-in-Charge and
VP for Development and External Affairs

cc: OVPAA
OVPAF
OVPDEA
OUS
ODREx
ODCI
Deans
Directors
Personnel
Accounting
Cash
COA
ODF
ODA
Budget
Records
File