



Visayas State University

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu-visca.edu.ph

Office of the President

5 December 2009

MEMORANDUM NO. 243



Series of 2009

T O: Dr. Othello B. Capuno

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

In view of the FY 2010 Senate Budget Hearing in Manila, you are hereby designated Officer-In-Charge of the Visayas State University on December 5 – 7, 2009 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.


JOSE L. BACUSMO
President 

cc: OVPAA
OVPAF
OVPPRG
OVPRE
OUS
Deans
Directors
Personnel
Accounting
Cash
COA
ODF
ODA
Budget
Records
File