

Office of the President

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Website: www.vsu.edu.ph

18 December 2018

MEMORANDUM NO. 391 Series of 2018

T O: Dr. Dilberto O. Ferraren

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

In connection with my travel to Tacloban City, you are hereby designated Officer-in-Charge of the Visayas State University on December 19 – 20, 2018 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.

President

cc:

OVPAF

OVPI

OVPPRGEA

OVPRE

OUS

Deans

Directors Accounting

Cash

COA

IASO

FMO/Budget

ODAHRD/PRPEO

Registrar

Records

File