



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 858
Series of 2024

TO: Mr. Arwin O. Arribado

RE: Relief from Designation as Head, Procurement Office – VSU Alangalang Campus and Smooth Facilitation of the Turnover of Pertinent Documents, Accomplishment Reports, and Duties and Responsibilities Inherent to the Office

FROM: DR. PROSE IVY. G YEPES
University President

DATE: October 15, 2024

I wish to convey my sincere gratitude for the valuable services you have extended and for the knowledge, competence, and skills you have shared and contributed to the office and to the university as the Head of the Procurement Office-VSU Alangalang Campus.

In view of the significant appointment of the new Procurement Officer, you are hereby relieved from your designation as such **effective immediately**.

Moreover, you are requested to facilitate a smooth and proper turnover of pertinent documents, accomplishment reports, and duties and responsibilities inherent to the office the soonest time possible.

For your information and usual support.

cc: VSU Alangalang
Records
File

OFFICE OF THE PRESIDENT

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FM-OOP-01
V05 06-06-2024
No. 24-858