

Office of the President

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES

Telefax: +63 53 563 7067 Email: op@vsu.edu.ph Website: www.vsu.edu.ph

17 August 2016

MEMORANDUM NO. 212 Series of 2016

T O: Mr. Jordan D. Vivo

R E: Designation as In-Charge, IGP Management Office, VSU Tolosa Campus

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Dean of VSU-Tolosa Campus, you are hereby designated In-Charge, IGP Management Office, VSU Tolosa Campus effective immediately until December 31, 2016 or unless sooner revoked or terminated by higher authorities.

As such, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

EDGARDO E. TULIN

President

cc: VSU-Tolosa Campus

OVPI

OVPAF

OVPPRGEA

OVPRE

OUS

Deans

Directors

ODF/Budget

ODAHRD/PRPEO

IASO

Accounting

COA

Cash

Registrar

Records

File