

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



3 January 2023

MEMORANDUM NO. 01 Series of 2023

All VPs, Deans, Chancellors, Center Heads, Department, Office and Unit Heads T

R **Hold-Over Capacity** E:

In the absence of new appointments, you are hereby directed to continue functioning on hold-over capacity in your present administrative assignments until new appointments are issued.

Please be guided accordingly.