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STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



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MEMORANDUM NO. 795
Series of 2024

TO: Mr. Leopoldo S. Escala Jr.

RE: Deployment to the Income Generating Projects Office

FROM: DR. PROSE IVY. G YEPES
University President

DATE: September 16, 2024

As part of the continuing management innovations of the university and the implementation of the Revised Organizational Structure and Staffing Standards (ROSSS), you are hereby relieved of your present assignment at the Procurement Office **effective September 16, 2024** and will be deployed to the **IGPO**.

Kindly report to Ms. Crislin C. Cortes, Head, IGPO, for your new assignment. However, please ensure that proper turnover of your present duties and responsibilities shall be made prior to leaving your post.

The Human Resource Management Office is hereby directed to oversee the redeployment.

For compliance.

cc: Ms. Crislin C. Cortes, IGPO
Ms. Jessamine C. Ecleo, Procurement Office
HRMO/RSPPRO
Records
File