

Visayas State University

Visca, Baybay City, Leyte 6521-A Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601 website: www.vsu-visca.edu.ph

Office of the President

24 September 2010

MEMORANDUM NO. 238 Series of 2010

T O: Dr. Edgardo E. Tulin

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

In connection with my official travel to Manila, you are hereby designated Officer-In-Charge of the Visayas State University on September 29, 2010 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.

CC

OVPAF

JOSE L. BAC President

OVPAA

OVPPRG

OVPRE

OUS

Deans

Directors

Personnel

Accounting

Cash

COA

ODF

ODA

Budget

Records

File