



# Visayas State University

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## Office of the President

7 October 2015

**MEMORANDUM NO. 165**

Series of 2015

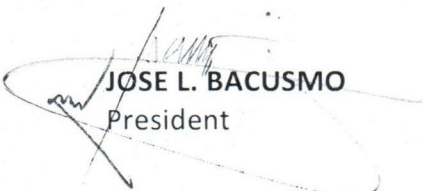
**T O: Mr. Norman O. Villas**

**R E: Transfer of Place of Work**

Based on the recommendation of the NAPB, you are hereby transferred to the VSU Computer Center effective immediately.

The transfer is done to maximize your area of responsibility and you will be nearer to our computer hub. You will be directly supervised by Engr. Sean O. Villagonzalo, Head, VSU Computer Center. Your main task will be your current duties and responsibilities at the Registrar's Office. However, you will also assist the Center in improving internet connectivity in the campus and establishing database for policy purposes.

For your information and compliance.

  
**JOSE L. BACUSMO**  
President

cc: Registrar  
PRPEO  
OVPI  
ODAHRD  
Records  
File