



# Visayas State University

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## Office of the President

25 April 2014

MEMORANDUM NO. 108

Series of 2014

**T O: Prof. Mario E. Baliad**

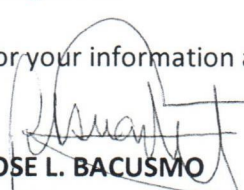
**R E: Designation as *Interim In-charge* of the Partially Renovated Convention Center**

While the renovation of the VSU Convention Center is still on-going and since a number of valuable gadgets, accessories, and ornamental plants are already installed and/or planted inside and outside the building, you are hereby designated as the ***Interim In-charge*** of the VSU Convention Center, effective immediately until such time that the Convention Center is completely renovated and a new In-charge shall have been appointed.

As the ***Interim In-charge***, you are directed to immediately take the responsibility of keeping the cleanliness of the building and its surroundings at all time, protect the valuable items inside and outside the building, arrange the schedule of activities that may be conducted in the building, maintain the functionality of the facilities, impose and collect appropriate charges for the use of the new facility, and recommend any further improvement that maybe be added to the Convention Center. You may use the manpower of the Landscape and Waste Management Unit for the maintenance of the building and its surroundings.

As the ***Interim In-charge***, you are entitled to whatever benefits that are attached to this designation.

For your information and guidance.

  
**JOSE L. BACUSMO**  
President

cc: **Dr. Edgardo E. Tulin**   
Vice-President for Planning and Resource Generation

Received by:  
EDRACIP on 4/25/14  
SEA