



6 December 2023

**MEMORANDUM NO. 957**  
Series of 2023

**T O: Dr. Aleli A. Villocino**

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

In view of my personal leave, you are hereby designated as Officer-in-Charge of the Visayas State University on December 7, 2023 or until my return.

As OIC, you are authorized to discharge the functions of the President in addition to your official duties and responsibilities.

**DANIEL LESLIE S. TAN**  
Officer-In-Charge

cc: OVPAA  
OVPAF  
OVPSAS  
OVPPRGAS  
OVPREI  
OUS  
Deans  
Directors  
Accounting  
Cash  
COA  
IASO  
FMO/Budget  
HRMO/RSPPRO  
Registrar  
Records  
File