



4 December 2017

MEMORANDUM NO. 395  
Series of 2017

T O: Dr. Othello B. Capuno  
R E: Designation as Officer-In-Charge, Visayas State University

In connection with my official travel to Cagayan de Oro City and Tacloban City, you are hereby designated Officer-in-Charge of the Visayas State University on December 5 – 7, 2017 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.

  
EDGARDO E. TULIN  
President

cc: OVPAF  
OVPI  
OVPPRGEA  
OVPRE  
OUS  
Deans  
Directors  
Accounting  
Cash  
COA  
IASO  
FMO/Budget  
ODAHRD/PRPEO  
Registrar  
Records  
File