



# Visayas State University

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: [www.vsu-visca.edu.ph](http://www.vsu-visca.edu.ph)

Office of the President

25 August 2010

**MEMORANDUM NO. 219**

Series of 2010

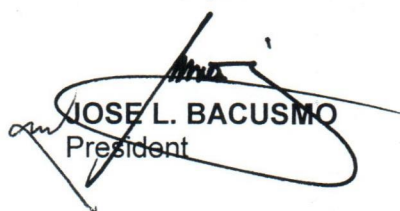
**T O: Dr. Merlita D. Veloso**

**R E: Renewal of Designation as College Secretary, VSU – Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents and upon the recommendation of Prof. Felipe S. Casas, your designation as College Secretary of the VSU – Villaba Campus is hereby renewed effective September 1, 2010 to May 31, 2011 or unless sooner revoked or terminated by higher authorities.

As College Secretary, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President

cc: Prof. Felipe S. Casas  
VSU-Villaba Campus  
OVPA  
OVPAF  
OVPPRG  
OVPRE  
OUS  
ODA  
ODF  
COA  
HRMDO  
Accounting  
Cash  
Records  
File