

Visayas State University

Visca, Baybay City, Leyte 6521-A **Philippines**

Tel: +63 53 335 2600; Fax: +63 53 335 2601 website: www.vsu.edu.ph; email: op@vsu.edu.ph

Office of the President

30 January 2012

MEMORANDUM NO. Series of 2012

T 0: Dr. Wolfreda T. Alesna

R E: Designation as Assistant to the President for Information and Communication

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Assistant to the President for Information and Communication effective February 1, 2012 until December 31, 2012 or unless sooner revoked or terminated by higher authorities.

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

Please be guided accordingly.

cc:

OVPI

sident

OVPAF

OVPPRG

OVPRE

OUS

Deans

Directors

ODF/Budget

ODAHRD/PRPEO

Information Office

Cash

IASO

Accounting

COA

Records

File