



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**

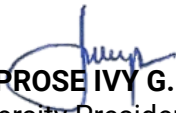


**Memorandum No. 979**  
Series of 2024

TO: **Dr. Ulderico B. Alviola**

ATTN: **Atty. Ryan C. Guinocor**  
**Mr. Norman O. Villas**

RE: **Turnover of Documents, Equipment, and Responsibilities of the University Integrated Media Center**

FROM:   
**DR. PROSE IVY G. YEPES**  
University President

DATE: **December 30, 2024**

In reference to OP Memorandum No. 977 s. 2024 regarding the turnover of documents, equipment, and responsibilities of the University Integrated Media Center (UIMC), this supplemental memorandum directs the inclusion of the administrative access, credentials and relevant documentation of the **VSU Website, and VSU social media pages such as its Facebook page, Instagram Account, and Tiktok Accounts**. Kindly include as well other online assets, digital content repositories, and related credentials managed by UIMC.

The turnover must be completed on or before January 3, 2024, with all pertinent login details, documentation, and instructions provided to ensure a seamless transition. Kindly coordinate directly with Mr. Mike Laurence V. Lumen and Mr. Norman O. Villas.

For your information and usual support.

cc: Director, UIMPA

**OFFICE OF THE PRESIDENT**

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