

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

Office of the President

24 January 2013

MEMORANDUM NO. 16

Series of 2013

T O: Dr. Edgardo E. Tulin

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

In view of my travel to Iloilo City for the AACCUP National Conference, you are hereby designated Officer-In-Charge of the Visayas State University on January 28 – February 1, 2013 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.

President of

cc: OVPI

OVPAF

OVPPRG

OVPRE

ous

Deans

Directors

Accounting

Cash

COA

IASO

ODAHRD/PRPEO

FMO/Budget