



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A

Office of the Vice President for Administration & Finance

05 March 2015

MEMORANDUM NO. 10

Series of 2015

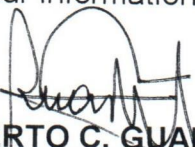
TO : Ms. Rosela T. Bandalan

RE : Your Reassignment from the Supply and Procurement Management Office (SPMO) to the Office of the Vice President for Administration and Finance (OVPAF)

With the designation of Ms. Alice M. Flores, the Administrative Officer of OVPAF, as the new Head of the Supply, Procurement, and Property Management Office (SPPMO), and in the exigency of service, you are hereby reassigned from SPMO to the OVPAF effective 09 March 2015.

As a newly reassigned staff of the OVPAF, you are hereby assigned to collect, finalize, and monitor all PPMP and APP of the university, assist the Bids and Awards Committee (BAC) in the preparation and finalization of Bid Documents, and perform other duties and responsibilities that may be assigned to you by the Vice President for Administration and Finance.

For your information and guidance.



ROBERTO C. GUARTE

Vice President for Admin. & Finance

cc: OP
ODAHRD
ODF
Accounting
SPPMO
Records
Legal Office