



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID 9108658749

**Memorandum No. 977**

Series of 2024

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

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

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

DATE: **December 27, 2024**

In connection with the conclusion of your designation as Head of the University Integrated Media Center (UIMC), you are hereby directed to facilitate the turnover of all documents, equipment, and functions inherent to UIMC to Mr. Mike Laurence V. Lumen, the newly designated Director of the University Integrated Media and Public Affairs (UIMPA), and to Ms. Elmera Y. Bañoc, Information Officer III.

This turnover process must be completed on or before January 3, 2025 to ensure a smooth and seamless transition of responsibilities. Kindly coordinate directly with Mr. Lumen to finalize the turnover..

We sincerely thank you for your contributions and leadership during your tenure as Head of UIMC and wish you continued success in your future endeavors

For your information and usual support.

cc: Director, UIMPA

**OFFICE OF THE PRESIDENT**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph) | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000



Page 1 of 1  
**FM-OOP-01**  
V05 06-06-2024  
No. 24-977