

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. 102 Series of 2012

T O: Ms. Anita G. Godoy

R E: Designation as Head, Budget Office

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Budget Office 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.

L. BACUSMO

cc:

OVPI

President

OVPAF

OVPPRG

OVPRE

OUS

Deans Directors

ODE/Dardes

ODF/Budget

ODAHRD/PRPEO

Cash

IASO

Accounting

COA

Records

File