

Office of the President

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28 December 2018

MEMORANDUM NO. 400 Series of 2018

O: Prof. Francisco G. Gabunada, Jr.

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

In connection with my travel to Ormoc City, you are hereby designated Officer-in-Charge of the Visayas State University in the afternoon of December 28, 2018 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.

OVPAF

OVPI

OVPPRGEA

OVPRE

OUS

Deans

Directors

Accounting

Cash

COA

IASO

FMO/Budget

ODAHRD/PRPEO

Registrar

Records

File