

## Visayas State University

Visca, Baybay City, Leyte 6521-A Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601 website: <a href="www.vsu.edu.ph">www.vsu.edu.ph</a>; email: <a href="mailto:op@vsu.edu.ph">op@vsu.edu.ph</a>

## Office of the President

17 August 2012

MEMORANDUM NO. 236
Series of 2012

T O: Ms. Andreli D. Pardales

R E: Designation as OIC, University Library

By virtue of the authority vested in me by the VSU Board of Regents and in view of the retirement of the University Librarian, you are hereby designated Officer-in-Charge of the University Library effective immediately until December 31, 2012 or unless sooner revoked or terminated by higher authorities.

As OIC, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

cc:

JOSE

OVPI

OVPAF

**OVPPRG** 

OVPRE

OUS

Deans

Directors
ODF/Budget

ODAHRD

Library

LIDIAI

IASO

PRPEO

Accounting

COA

Cash

Records

File