

Visayas State University

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Office of the President

28 March 2014

MEMORANDUM NO. 96
Series of 2014

T O: Prof. Alan B. Loreto

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

In connection with my travel to Manila, you are hereby designated Officer-In-Charge of the Visayas State University on March 31 – April 1, 2014 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.

President

cc: OVPAF

OVPI

OVPPRG

OVPRE

OUS

Deans

Directors

Accounting

Cash COA

IASO

FMO/Budget

ODAHRD/PRPEO

Records

File