

Office of the President

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563 7067 Email: op@vsu.edu.ph Website: www.vsu.edu.ph

11 April 2018

MEMORANDUM NO. 209 Series of 2018

T O: Dr. Dilberto O. Ferraren

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

In connection with my travel to Tacloban City, you are hereby designated Officer-in-Charge of the Visayas State University on April 12, 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.

FPresident

cc:

**OVPAF** 

OVPI

**OVPPRGEA** 

OVPRE

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Deans

Directors

Accounting

Cash

COA

IASO

FMO/Budget

ODAHRD/PRPEO

Registrar

Records

File