



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. 103

Series of 2012

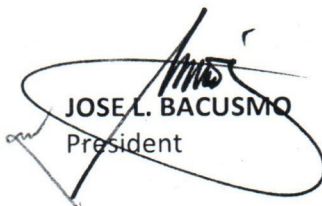
T O: Ms. Velma P. Bontuyan

R E: Designation as Head, Cash Division

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Head of the Cash Division effective February 1, 2012 until December 31, 2012 or unless sooner revoked or terminated by higher authorities.

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

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPI
OVPAF
OVPPRG
OVPRE
OUS
Deans
Directors
ODF/Budget
ODAHRD/PRPEO
Cash
IASO
Accounting
COA
Records
File