

## Office of the President

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Email: op@vsu.edu.ph Website: www.vsu.edu.ph

25 October 2019

MEMORANDUM NO. 387 Series of 2019

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Dr. Othello B. Capuno

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Designation as Officer-in-Charge, Visayas State University

In connection with my official travel to Manila, you are hereby designated Officer-in-Charge of the Visayas State University on October 29 – 30, 2019 or until my return.

As OIC, 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** 

**OVPPRGEA** 

OVPRE

OUS

Deans

**Directors** 

Accounting

Cash

COA

IASO

FMO/Budget

ODAHRD/PRPEO

Registrar

Records

File

FM-OOP-01

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