



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID: 910865749

**MEMORANDUM NO. 311**

Series of 2025

**TO: Mr. Marvin B. Bandalan**

**RE: Deployment to the Internal Audit Service**

**FROM: DR. PROSE IVY G. YEPES**  
University President

**DATE: February 3, 2025**

As part of the continuing management innovations of the university and the implementation of the Revised Organizational Structure and Staffing Standards (ROSSS), you are hereby deployed to the **Internal Audit Service** effective **February 3, 2025**.

Kindly report to Ms. Maria Teresa A. Cruz, Head, Internal Audit Service, for your new assignment. However, please ensure that proper turnover of your present duties and responsibilities shall be made prior to leaving your post.

The Human Resource Management Office is hereby directed to oversee the redeployment.

For compliance.

**CC:** Dr. AAMazo  
IHK  
IAS  
HRMDO  
Records  
File

**OFFICE OF THE PRESIDENT**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: op@vsu.edu.ph | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000



Page 1 of 1  
**FM-OOP-01**  
V06 01-23-2025  
No. 25-311