



6 March 2024

**MEMORANDUM NO. 274**

Series of 2024

**T O: Dr. Aleli A. Villocino**

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

In view of my official travel to Ormoc City, you are hereby designated as Officer-in-Charge of the Visayas State University on March 6, 2024 or until my return.

As OIC, you are authorized to discharge the functions of the President in addition to your official duties and responsibilities.

**DANIEL LESLIE S. TAN**  
OIC-President

cc: OVPAA  
OVPAF  
OVPSAS  
OVPPRGAS  
OVPREI  
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Directors  
Accounting  
Cash  
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IASO  
FMO/Budget  
HRMO/RSPPRO  
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**OFFICE OF THE PRESIDENT**

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