



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 895
Series of 2024

TO: Ms. Maria Angeles J. Ambida

RE: Relief from Designation as OIC Director, Administration and Finance – VSU Alangalang Campus and Smooth Facilitation of the Turnover of Pertinent Documents, Accomplishment Reports, and Duties and Responsibilities Inherent to the Office

FROM: DR. PROSE IVY. G YEPES
University President

DATE: October 29, 2024

I wish to convey my sincere gratitude for the valuable services you have extended and for the knowledge, competence, and skills you have shared and contributed to the office and to the university as the OIC Director for Administration and Finance-VSU Alangalang Campus.

In view of the significant appointment of the new Director, you are hereby relieved from your designation as such **effective November 1, 2024**.

Moreover, you are requested to facilitate a smooth and proper turnover of pertinent documents, accomplishment reports, and duties and responsibilities inherent to the office the soonest time possible.

For your information and usual support.

cc: VSU Alangalang
Records
File