

## Office of the President

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Website: www.vsu.edu.ph

15 February 2019

MEMORANDUM NO. 69 Series of 2019

T O: Prof. Francisco G. Gabunada, Jr.

R E: Designation as Executive Assistant

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Executive Assistant effective immediately until December 31, 2019 or unless sooner revoked or terminated by higher authorities.

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

Please be guided accordingly.

cc:

**OVPI** 

**OVPAF** 

**OVPPRGEA** 

**OVPRE** 

OUS

Deans

Directors

ODF/Budget

ODAHRD/PRPEO

IASO

Accounting

COA

Cash

Registrar

Records

File

On

Vision: A globally competitive university of science, technology, and environmental conservation.

Mission: Development of highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.