



17 January 2023

**MEMORANDUM NO.** 48  
Series of 2023

**T O: Dr. Daniel Leslie S. Tan**

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

In connection with my official travel to USA, you are hereby designated Officer-in-Charge of the Visayas State University on February 6 – 10, 2023, 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.

  
**EDGARDO E. TULIN**  
President

Conforme:

  
**DANIEL LESLIE S. TAN**  
VP for Administration & Finance

cc: OVPAA  
OVPAF  
OVPSAS  
OVPPRGAS  
OVPREI  
OUS  
Deans  
Directors  
Accounting  
Cash  
COA  
OHIA  
FMO/Budget  
ODHRM/OHRSPPR  
Registrar  
Records  
File