



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



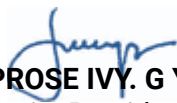
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**MEMORANDUM NO. 1061**

Series of 2024

TO: **Ms. Queen-ever Y. Atupan**

RE: **Designation as Head, Cashiering**

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

DATE: **December 27, 2024**

As per recommendation by the Director for Administrative Services, in the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head, Cashiering**.

You are directed to receive, collect, and deposit cash; prepare payrolls and process vouchers for payment of the University's obligations.

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

This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

cc: OVPAF  
OVPPRGAS  
File

**OFFICE OF THE PRESIDENT**

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