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Office of the President

13 October 2014

MEMORANDUM NO. 236

Series of 2014

T O: Dr. Othello B. Capuno

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

In connection with my travel to Cebu City for the BOR Meeting, you are hereby designated Officer-In-Charge of the Visayas State University on October 20 – 22, 2014 or until my return.

As Officer-In-Charge, you are authorized to discharge the functions of the Office of the President in addition to your official duties and responsibilities.


JOSE L. BACUSMO
President

cc: OVPAF
OVPI
OVPPRG
OVPRE
OUS
Deans
Directors
Accounting
Cash
COA
IASO
FMO/Budget
ODAHRD/PRPEO
Registrar
Records
File