



22 July 2022


**MEMORANDUM NO.** 595  
Series of 2022

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

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

In view of my official travel to Malaysia, you are hereby designated Officer-in-Charge of the Visayas State University on August 15-18, 2022 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 Admin. And Finance

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