

OFFICE OF THE PRESIDENT

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13 March 2023

MEMORANDUM NO. 551
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 Czech Republic, you are hereby designated Officer-in-Charge of the Visayas State University on April 28 – May 5, 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.

EDGAADO E. TULIN

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