

Office of the President

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563 7067

Email: op@vsu.edu.ph Website: www.vsu.edu.ph

3 February 2020

MEMORANDUM NO. 35 Series of 2020

T 0:

Dr. Remberto A. Patindol

R

E: Designation as Officer-in-Charge, Visayas State University

In connection with my official travel to Aklan & Butuan City, you are hereby designated Officerin-Charge of the Visayas State University on February 4 - 7, 2020 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.

CC:

**OVPAF** 

**OVPI** 

**OVPPRGEA** 

**OVPRE** 

OUS

Deans

**Directors** 

Accounting

Cash

COA

IASO

FMO/Budget

ODAHRD/PRPEO

Registrar

Records

File

Vision: A globally competitive university for science, technology, and environmental conservation. Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

FM-OOP-01 Rev.: 01 08-14-2019 Page 1 of 1 Control Number: