



# Visayas State University

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## Office of the President

17 December 2009

MEMORANDUM NO. 248

Series of 2009

T O: Dr. Merlita D. Veloso *gh 12/22/09*

R E: Designation as Head, Department of Administration and Finance,  
VSU – Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents and upon recommendation of Prof. Felipe S. Casas, your designation as Head of the Department of Administration and Finance, VSU – Villaba Campus is hereby renewed effective January 1, 2010 - December 31, 2010 or until revoked or terminated by higher authorities.

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

Please be guided accordingly.

*[Signature]*  
JOSE L. BACUSMO  
President

cc: Prof. Felipe S. Casas *gh 12/22/09*  
VSU – Villaba Campus

OVPAA

OVPAF

OVPPRG

OVPRE

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ODA

ODF

COA

HRMDO

Accounting

Cash

Records

File