



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



**MEMORANDUM NO. 688**  
Series of 2024

**TO: Ms. Queen-ever Y. Atupan**

**RE: Designation as Head, Cash Office**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: August 21, 2024**

As per recommendation by the Director for Administrative Services, in the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head, Cash Office**.

You are directed to receive, collect, and deposit cash; prepare payrolls and process vouchers for payment of the University's obligations.

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

This designation will take effect on **August 22, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc: OVPAF  
OVPPRGAS  
File

**OFFICE OF THE PRESIDENT**

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