



# Visayas State University

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## Office of the President

5 January 2015

MEMORANDUM NO. 1  
Series of 2015

T O: Prof. Alan B. Loreto

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

In connection with my travel to San Isidro, Palompon, Isabel and Tacloban City, you are hereby designated Officer-In-Charge of the Visayas State University on January 6 – 7, 2015 or until my return.

As Officer-In-Charge, you are authorized to discharge the functions of the Office of the President in addition to your official duties and responsibilities.



JOSE L. BACUSMO  
President

cc: OVPAF  
OVPI  
OVPPRG  
OVPRE  
OUS  
Deans  
Directors  
Accounting  
Cash  
COA  
IASO  
FMO/Budget  
ODAHRD/PRPEO  
Records  
File