

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

9 January 2019

MEMORANDUM NO. 12 Series of 2019

T O: Dr. Beatriz S. Belonias

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

In connection with my official travel to Ormoc City and Mahayahay, Sogod, Southern Leyte, you are hereby designated Officer-in-Charge of the Visayas State University on January 10 – 11, 2019 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.

EDGARDO E. TULIN

Fresident

cc: OVPAF

OVPI

OVPPRGEA

OVPRE

OUS

Deans

Directors

Accounting

Cash

COA

IASO

FMO/Budget

ODAHRD/PRPEO

Registrar

Records

File

C/M