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STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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Memorandum Circular No. 283
Series of 2024

TO: All Concerned

**RE: Compliance with Guidelines on the Issuance of Appointments, Designations,
and Other Documents for President's Approval**

FROM: DR. PROSE IVY G. YEPES
University President

DATE: December 18, 2024

It has been observed that requests for approval of appointments, designations, or other related documents are often submitted after the personnel has already assumed the responsibilities of the role, despite the absence of official approved documents. This practice undermines proper administrative protocols and creates inconsistencies in compliance with institutional guidelines. To maintain order and adherence to established procedures, such actions must be avoided moving forward.

In this regard, all concerned are reminded that all appointments and designations must be signed by the University President prior to their execution. It is required that all proposed appointments, designations, and related documents be submitted to the OP ahead of time to allow for sufficient review and proper adherence to the guidelines.

Your strict compliance with this directive is necessary to uphold the integrity and efficiency of our administrative processes. For your information and usual support.

cc: All Chancellors
All Vice Presidents

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



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