

Visayas State University

Visca, Baybay City, Leyte 6521-A
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601 website: <u>www.vsu.edu.ph</u>

Office of the President

9 December 2013

MEMORANDUM NO. 252
Series of 2013

T O: Prof. Alan B. Loreto

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

In connection with my travel to Manila, you are hereby designated Officer-In-Charge of the Visayas State University on December 10, 2013.

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