

## 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

22 December 2016

MEMORANDUM NO. 337
Series of 2016

T O: Prof. Francisco G. Gabunada, Jr.

R E: Designation as Caretaker, Visayas State University

In view of my trip to Cebu City, you are hereby designated Caretaker of the Visayas State University on December 23, 2016 or until the return of the President, Dr. Edgardo E. Tulin.

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

DANJEL M. TUPTUB, JR.

ダ VP for Planning, Resource Generation & External Affairs and Officer-in-Charge

cc: O

OVPAF

**OVPI** 

**OVPPRGEA** 

**OVPRE** 

OUS

Deans

**Directors** 

Accounting

Cash

COA

IASO

FMO/Budget

ODAHRD/PRPEO

Registrar

Records

File