



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A

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## *Office of the Vice President for Administration & Finance*

27 February 2015

### MEMORANDUM NO. 7

Series of 2015

**TO :** Engr. Mario Lilio P. Valenzona

**RE :** Designation as *Interim Officer-In-Charge* of the General Services Division while waiting for the Official Designation from the Office of the President

With the retirement of Engr. Nestor M. Israel as Director of the General Services and in the exigency of service, you are hereby designated as *interim Officer-In-Charge (OIC)* of the General Services Division under the Office of the Vice President for Administration and Finance effective immediately until such time when a new Director shall be designated by the University President.

As OIC, you may be entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

  
**ROBERTO C. GUARTE**  
Vice President for Admin & Finance

cc: OR  
ODAHRD  
ODF  
Accounting  
SPPMO  
Records  
Legal Office