



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu.edu.ph

Office of the President

8 January 2014

MEMORANDUM NO. 2

Series of 2014

T O: Dr. Othello B. Capuno

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

In connection with my trip to VSU Alangalang and Tolosa Campuses, you are hereby designated Officer-In-Charge of the Visayas State University on January 9, 2014 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.


JOSE L. BACUSMO

President

cc: OVPAF
OVPI
OVPPRG
OVPRE
OUS
Deans
Directors
Accounting
Cash
COA
IASO
FMO/Budget
ODAHRD/PRPEO
Records
File