

Office of the President

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES

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19 September 2016

MEMORANDUM NO. 232 Series of 2016

T O: Dr. Beatriz S. Belonias

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

In connection with my travel to Tacloban City, you are hereby designated Officer-in-Charge of the Visayas State University effective this afternoon, September 19, 2016 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.

*President

cc: OVPAF

OVPI

OVPPRGEA

OVPRE

OUS

Deans

Directors

Accounting

Cash

COA IASO

FMO/Budget

ODAHRD/PRPEO

Registrar

Records

File