

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

25 July 2017

MEMORANDUM NO. 301
Series of 2017

T O: Prof. Manolo B. Loreto, Jr.

R E: Designation as Caretaker, Visayas State University

In view of my travel to VSU-Tolosa Campus, you are hereby designated Caretaker of the Visayas State University on July 26, 2017 or until the return of President 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.

VP for Administration and Finance and Officer-in-Charge

CC:

OVPAF

OVPI

OVPPRGEA

OVPRE

OUS

Deans

Directors Accounting

Cash

COA

IASO

FMO/Budget

ODAHRD/PRPEO

Registrar

Records

File