

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A Philippines

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Office of the President

12 May 2008

MEMORANDUM NO. <u>96</u> Series of 2008

T O: Dr. Manuel K. Palomar

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 in the afternoon of May 13, 2008 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.

cc:

May OSE I

President

OVPAA

OVPAF

OVPPRG

OVPRE

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Deans

Directors Personnel

Accounting

Cash

COA

ODF

ODA

Budget

Records

File