

## Visayas State University

Visca, Baybay City, Leyte 6521-A **Philippines** 

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Office of the President

23 May 2016

Series of 2016

T O: Dr. Beatriz S. Belonias

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

In connection with my official travel to Tacloban City, you are hereby designated Officer-in-Charge of the Visayas State University on May 24, 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

**OVPAF** CC:

OVPI

**OVPPRGEA** 

OVPRE

OUS

Deans

Directors

Accounting

Cash

COA

IASO

FMO/Budget

ODAHRD/PRPEO

Registrar

Records

File