

VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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

e-mail: opvisca@mozcom.com; website: www.vsu-visca.edu.ph

Office of the President

19 December 2008

MEMORANDUM NO. 240

Series of 2008

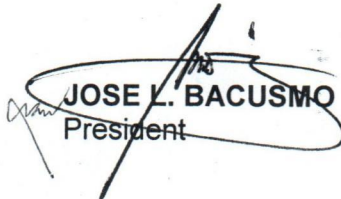
T O: Dr. Merlita D. Veloso

**R E: Designation as Head, Department of Administration and Finance,
VSU – Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents and upon recommendation of Prof. Felipe S. Casas, your designation as Head of the Department of Administration and Finance, VSU – Villaba Campus is hereby renewed effective January 1, 2009 - December 31, 2009 or until revoked or terminated by higher authorities.

As Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: Prof. Felipe S. Casas
VSU – Villaba Campus
OVPAA
OVPAF
OVPPRG
OVPRE
OUS
ODA
ODF
COA
HRMDO
Accounting
Cash
Records
File