

Visayas State University

Visca, Baybay City, Leyte 6521-A Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601 website: www.vsu.edu.ph; email: op@vsu.edu.ph

Office of the President

28 March 2012

MEMORANDUM NO. 137

Series of 2012

T O: Prof. Alan B. Loreto

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

In view of my official trip to VSU Alangalang and Tolosa Campuses to attend their Commencement Exercises, you are hereby designated Officer-In-Charge of the Visayas State University on March 30, 2012 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:

OVPI

OVPAF

OVPPRG

JOSE L. BACUSM

President

OVPRE

OUS Deans

Directors

Accounting

Cash

COA

IASO

ODAHRD/PRPEO

FMO/Budget

Records

File