



VISAYAS STATE UNIVERSITY

Visca, Baybay City, 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

29 January 2010

MEMORANDUM NO. 87
Series of 2010

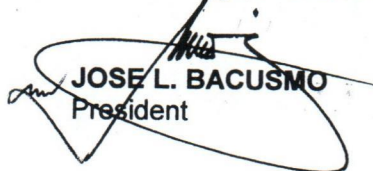
T O: Mr. Simeon P. Sedrome

R E: Designation as Head of Records Division

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Head of the *Records Division* effective 01 February 2010 until 31 December 2010, unless sooner 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: OVPAF
OVPA
OVPPRG
OVPRE
ODAHRD
GSD
OUS *in 2/15*
Deans
ODFM/Budget
Cash
IASO
Accounting
COA
Records
File