



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**




Management  
System  
ISO 9001:2015  
www.tuv.com  
ID 9108658749

**MEMORANDUM NO.** 897  
Series of 2024

**TO:** Dr. Criselda B. Inot

**RE:** Relief from Designation as Director for Administration and Finance, VSU Villaba Campus and Smooth Facilitation of the Turnover of Pertinent Documents, Accomplishment Reports, and Duties and Responsibilities Inherent to the Office

**FROM:**   
DR. PROSE IVY. G YEPES  
University President

**DATE:** October 31, 2024

I wish to convey my sincere gratitude for the valuable services you have extended and for the knowledge, competence, and skills you have shared and contributed to the office and to the university as the Director for Administration and Finance of VSU Villaba Campus.

In view of the significant appointment of the new Director for Administration and Finance, VSU-Villaba, you are hereby relieved from your designation as such **effective immediately**.

Moreover, you are requested to facilitate a smooth and proper turnover of pertinent documents, accomplishment reports, and duties and responsibilities inherent to the office the soonest time possible.

For your information and usual support.

**cc:** Records  
File

**OFFICE OF THE PRESIDENT**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph) | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000



Page 1 of 1  
**FM-00P-01**  
V05 06-06-2024  
No. 24-897