



15 August 2019

**MEMORANDUM NO.** 311  
Series of 2019


**T O: Dr. Beatriz S. Belonias**

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

In connection with my travel to Tokyo, Japan for my Compensatory Day Off (CDO), you are hereby designated as Officer-in-Charge of the Visayas State University on September 14 – 21, 2019 or until my return.

As OIC, you are authorized to discharge the functions of the Office of the President in addition to your official duties and responsibilities.

  
**EDGARDO E. TULIN**  
President

cc: OVPAF  
OVPI  
OVPPRGEA  
OVPRE  
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Deans  
Directors  
Accounting  
Cash  
COA  
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FMO/Budget  
ODAHRD/PRPEO  
Registrar  
Records   
File

**CONFORME:**

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs