



19 July 2023

**MEMORANDUM NO. 721**  
Series of 2023

**T O: Dr. Daniel Leslie S. Tan**

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

In view of my personal leave, you are hereby designated as Officer-in-Charge of the Visayas State University on July 20-21, 2023 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: OVPAA  
OVPAF  
OVPSAS  
OVPPRGAS  
OVPREI  
OUS  
Deans  
Directors  
Accounting  
Cash  
COA  
IASO  
FMO/Budget  
HRMO/RSPPRO  
Registrar  
Records  
File