



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

Office of the President

21 November 2014

MEMORANDUM NO. 252

Series of 2014

T O: Ms. Asteria A. Sevilla

R E: Designation as Officer-in-Charge, Records Office

In view of the retirement of Mr. Simeon P. Sedrome, you are hereby designated as Officer-in-Charge of the Records Office. Moreover, in case the Legal Office needs a Stenographer, you have to provide the said services.

This memorandum is effective December 1, 2014. Kindly turn-over your responsibilities to whoever will be assigned at the Legal Office.

For your guidance and compliance.


JOSE L. BACUSMO
President

cc: Atty. Rysan C. Guinocor
ODAHRD/PRPEO
Records
File