



13 November 2023

MEMORANDUM NO. 940
Series of 2023

T O: Dr. Aleli A. Villocino

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

In view of my official travel to Manila, you are hereby designated as Officer-in-Charge of the Visayas State University on November 15 – 17, 2023 or until my return.

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



DANIEL LESLIE S. TAN
Officer-In-Charge

cc: OVPAA
OVPAF
OVPSAS
OVPPRGAS
OVPREI
OUS
Deans
Directors
Accounting
Cash
COA
IASO
FMO/Budget
HRMO/RSPPRO
Registrar
Records
File