

Office of the Vi resident for Admin. & Finance

G/F Administration Building

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: +63 53 563 7643 Email: odahrd@vsu.edu.ph Website: www.vsu.edu.ph

June 20, 2018

OVPAF Memo No. 11 Series of 2018

TO: **Ma. Epifania G. Tudtud**Administrative Officer V

In view of the Team Building of the ODAHRD this coming June 21-22, 2018 you are hereby designated as Officer-in-Charge to perform the functions of the Office of the Director for Administration and Human Resource Development (ODAHRD) and to sign financial documents within the limits of Dr. Cano's delegated authority on said dates or until the return of Dr. Cano.

As OIC, you are authorized to discharge the function of the office in addition to your usual duties and responsibilities.

Dr. Remberto A. Patindol

Vice President for Admin & Finance