



# VISAYAS STATE UNIVERSITY

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## Office of the President

22 July 2009

MEMORANDUM NO. 164

Series of 2009

**T O: Concerned Administrative Staff and Heads of Offices and Department**

**R E: Reassignment of Administrative Personnel**

As part of the on-going program of the university to maximize performance of administrative personnel through reassignment to offices and departments they are best suited, the following VSU administrative staff are hereby reassigned to other offices or department, as indicated below, effective 03 August 2009.

Name of Staff	From	To
1. ARRADAZA, Asuncion C.	Cash Division	Security Office
2. BASLAN, Ma. Fe A.	OVPA	DMPS
3. FLANDEZ, Virgilio P.	HRMDO	DMPS
4. FLORES, Alice M.	Accounting Office	OVPAF
5. GODOY, Aida T.	HRMDO	Accounting Office
6. OCLINARIA, Wenifreda T.	OVPAF	OVPPRG
7. CALUNANGAN, Fe C.	OVPPRG	Cash Division

Each concerned staff is directed to familiarize themselves with their new work assignments. Nobody is allowed to bring any equipment from their old office to their new office.

Heads of concerned offices and department are also directed to facilitate the implementation of this Memorandum.

For your guidance and compliance.

  
**JOSE L. BACUSMO**  
President

cc: Accounting  
Cash  
DMPS  
HRMDO  
OVPAF  
OVPPRG  
OVPA

ODA  
Security Office  
Records  
File