

# Visayas State University

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: [www.vsu-visca.edu.ph](http://www.vsu-visca.edu.ph)

Office of the President

13 May 2009

**MEMORANDUM NO. 102**

Series of 2009

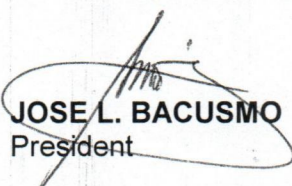
**T O: Dr. Lutgarda S. Palomar**

**R E: Designation as Manager, VSU Bakery**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Manager of the VSU Bakery effective May 13, 2009 until December 31, 2009 or until a new Manager shall have been designated.

As Manager, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President

cc: VSU Bakery  
IGPO  
OVPPRG  
OVPA  
OVPAF  
OVPRE  
OUS  
Deans  
Directors  
HRMDO  
ODF/Budget  
ODA  
COA  
Cash  
Accounting  
Records  
File