

OFFICE OF THE PRESIDENT

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Management System ISO 9001:2015

20 January 2023

MEMORANDUM NO. 63 Series of 2023

Dr. Daniel Leslie S. Tan T 0:

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

In view of my official travel to Manila, you are hereby designated as Officer-in-Charge of the Visayas State University on January 24 - 26, 2023 or until my return.

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

OVPAA CC:

OVPAF

OVPSAS

OVPPRGAS

OVPREI

OUS

Deans

Directors

Accounting

Cash

COA

OHIA

FMO/Budget

ODHRM/OHRSPPR

Registrar

Records

File