

Office of the President

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES

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4 November 2019

MEMORANDUM NO. 395

Series of 2019

Dr. Lourdes B. Cano 0:

R E: Designation as Officer-in-Charge, Planning Office

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Officer-in-Charge of the Planning Office in your concurrent capacity as Director of Administration and Human Resource Development effective immediately until December 31, 2019 or unless sooner revoked or terminated by higher authorities.

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

Please be guided accordingly.

CC:

OVPI

OVPAF

OVPPRGEA

OVPRE

OUS

Deans

Directors

ODF/Budget

ODAHRD/PRPEO

IASO

Accounting

COA

Cash

Registrar

Records

File

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.