



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A
Philippines

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

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

15 January 2008

MEMORANDUM NO. 33
Series of 2008

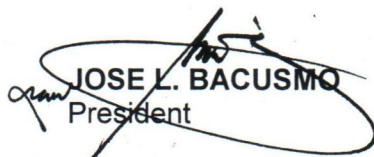
T O: Dr. Merlita D. Veloso

**R E: Designation as Head, Office of Administration and Finance,
VSU – Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents and upon recommendation of Dr. Conchita A. Ito, your designation as Head, Office of Administration and Finance, VSU – Villaba Campus is hereby renewed effective January 1, 2008 until December 31, 2008 or unless sooner revoked or terminated by higher authorities.

As Office Head, 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: Dr. Conchita A. Ito
VSU – Villaba Campus
OVPAA
OVPAF
OVPPRG
OVPRE
OUS
ODA
ODF
COA
HRMDO
Accounting
Cash
Records
File