



September 30, 2022

Dr. Luz G. Asio
Department of Agronomy
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Asio:

By virtue of the authority vested in me by the VSU Board of Regents per board Resolution No. 111, series of 2002, you are hereby appointed as **GUIDANCE FACILITATOR** of the **Department of Agronomy (DA)** with one (1) unit workload per semester for the School Year 2022-2023 effective First Semester, SY 2022-2023 until Second Semester, SY 2022-2023 unless sooner terminated.

As facilitator, you shall provide basic advising/encouragement to students and closely coordinate with Office of Student Welfare and Services through Office of the Dean of Students (ODS) for consultation, referral and counseling of students for any issues and other difficulties encountered.

Quarterly reports of accomplishments shall be submitted to ODS copy furnish the Vice President for Academic Affairs and the College/Department concerned.

Very truly yours,

EDGARDO E. TULIN
President

CONFORME:


LUZ G. ASIO
DBOF, DA

Recommending Approval:

MANOLO B. LORETO, JR
Dean of Students

Copy furnished: OVPAA
College/Dept. Concerned
ODS