



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

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

website: www.vsu.edu.ph

Office of the President

20 May 2014

MEMORANDUM NO. 117

Series of 2014

T O: Dr. Rotacio S. Gravoso

R E: Designation as Head, University Review Center

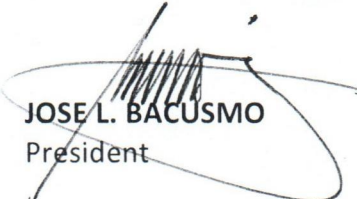
By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, University Review Center effective immediately until December 31, 2014 or unless sooner revoked or terminated by higher authorities.

As Head, you are to perform the following duties and responsibilities:

1. Assumes direct responsibility in the overall operation/administration of the center and implementation of policies, programs and guidelines to achieve targets with efficiency;
2. Conducts review classes on programs and evaluation study of the records, activities and programs of the center;
3. Coordinates with the Office of the Vice President for Planning and Resource Generation in organizing manpower resources and activities of the center.
4. Submits monthly and yearly reports of the center highlighting accomplishment and recommendations for expansion or termination of a project;
5. Performs other tasks assigned by superiors.

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:	OVPI	ODABRD/PRPEO
	OVPAF	IASO
	OVPPRG	Accounting
	OVPRE	COA
	OUS	Cash
	Deans	Registrar
	Directors	Records
	ODF/Budget	File