



# Visayas State University

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Office of the President

4 September 2013

MEMORANDUM CIRCULAR NO. 45

Series of 2013

**T O: All Vice Presidents, College Deans, Directors, Department/Office Heads**

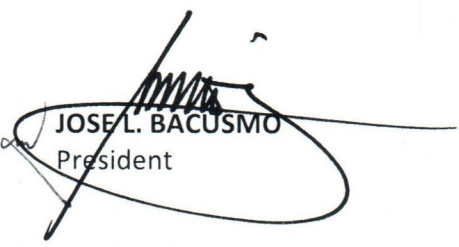
**R E: Attendance of Utility Workers and Messengers to the Orientation Workshop on September 16, 2013**

One of the activities lined-up by the university in celebration of the 113<sup>th</sup> Anniversary of the Philippine Civil Service with the theme "***Tatak Lingkod Bayani: Isabuhay, Ipagmalaki at Ipagbunyi***" is an Orientation Workshop among Utility Workers and Messengers on Making Work Values Work in the Workplace on September 16, 2013 at the 1<sup>st</sup> Floor of the CCE.

All Vice Presidents, Deans, Directors and Department/Office Heads are requested to allow their messengers and utility workers to attend this important activity and free them of their routinary tasks in the office during this day.

Kindly submit names of the participants and confirm their attendance to Ms. Felicisima Israel at the ODAHRD.

Please be guided accordingly.

  
JOSE L. BACUSMO  
President



**ORIENTATION WORKSHOP AMONG UTILITY WORKERS  
MESSENGERS ON WORK VALUES & ACCOUNTABILITY  
FOR THE SECURITY/SAFETY OF BUILDINGS  
WITHIN THEIR AREA OF ASSIGNMENT**

1<sup>ST</sup> Floor CCE Bldg., VSU Campus  
September 10, 2013  
8:00 a.m.

8:00 – 8:30	Opening Program Invocation Pambansang Awit Opening Remarks  Intermission Message	<b>Dr. Roberto C. Guarte</b> <i>VP for Admin. &amp; Finance</i>  <b>Dr. Jose L. Bacusmo</b> <i>President</i>
8:30 – 10:00	Human Dynamics Activities	
10:00 – 11:00	Presentation of Output per group	<b>Participants</b>
11:00 – 12:00	Accountability/Liability for the Security & Safety of Building and Equipment within Area of Assignment	<b>Atty. Rysan Guinocor</b> <i>VSU Attorney IV</i>
12:00 – 1:00	LUNCH BREAK	
1:00 – 1:15	Energizers/Dance Exercise	
1:15 – 2:30	Role Playing	<b>Participants</b>
2:30 – 4:30	Presentation on Making Work Values Work in the Workplace	<b>Dr. Lourdes B. Cano</b> <i>Director, ODAHRD</i>
4:30 – 5:00	Closing Program Impression Closing Remarks	<b>Participants (2)</b>

**Ms. Miriam dela Torre**  
*Emcee*