



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

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Office of the President

22 November 2012

MEMORANDUM CIRCULAR NO. 78

Series of 2012

**T O: All College Deans, Department/Unit Heads, Center/Institute Directors
Faculty and Students**

R E: Shortening of Classes

This is to inform everyone that the Visayas State University Faculty Association (VSUFA) will have its General Assembly meeting on **Friday, November 23, 2012 at 2:00 p.m.** In view of this activity, all regular classes will be shortened as follows:

	<u>Regular Time</u>	<u>Shortened Time</u>
Lecture	7:00 - 8:00	7:00 - 7:35
	8:00 - 9:00	7:35 - 8:10
	9:00 - 10:00	8:10 - 8:45
	10:00 - 11:00	8:45 - 9:20
	11:00 - 12:00	9:20 - 9:55
	12:00 - 1:00	9:55 - 10:30
	1:00 - 2:00	10:30 - 11:05
	2:00 - 3:00	11:05 - 11:40
	3:00 - 4:00	11:40 - 12:15
	4:00 - 5:00	12:15 - 12:50
	5:00 - 6:00	12:50 - 1:25
	6:00 - 7:00	1:25 - 2:00

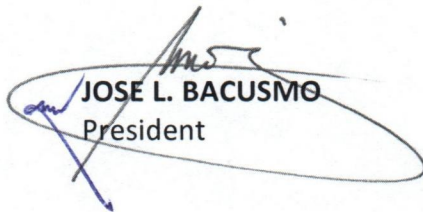
or

7:00 - 8:30	7:00 - 7:55
8:30 - 10:00	7:55 - 8:45
10:00 - 11:30	8:45 - 9:40
11:30 - 1:00	9:40 - 10:30
1:00 - 2:30	10:30 - 11:25
<u>2:30 - 4:00</u>	<u>11:25 - 12:15</u>
4:00 - 5:30	12:15 - 1:05
5:30 - 7:00	1:05 - 2:00

Laboratory

7:00 - 10:00	7:00 - 8:45
10:00 - 1:00	8:45 - 10:30
<u>1:00 - 4:00</u>	<u>10:30 - 12:15</u>
4:00 - 7:00	12:00 - 2:00

For information and guidance.


JOSE L. BACUSMO
President



Visayas State University
Faculty Association
Visca, City of Baybay, Leyte
Philippines 6521-A

OP# 11191
11/21/12



19 November, 2012

Dr. Jose L. Bacusmo
President
Visayas State University
Visca, City of Baybay, Leyte

Thru: **Dr. Oscar B. Posas**
Vice - President for Academic Affairs
Visayas State University
Visca, City of Baybay, Leyte

Dear **Pres. Bacusmo**:

Good day.

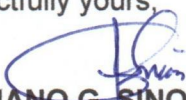
This is in connection with the University scheduled regular General Assembly (GA) meeting of the Visayas State University Faculty Association (VSUFA) at the Main Campus as reflected in the Academic Calendar for School Year 2012 - 2013 which was supposed to be on 15 November, 2012 (Thursday). Unfortunately, as the undersigned was preoccupied with personal concerns, the calendared VSUFA - GA meeting was inadvertently overlooked. The undersigned would like to request that the faculty GA meeting be scheduled this coming 23 November, 2012 (Friday) instead.

As there are many important issues to be discussed in the agenda of the forthcoming VSUFA - GA meeting, may we respectfully request that classes be shortened on this date to allow the faculty members to start the meeting at 2:00 p.m.

May this appeal merit your favorable action.

Thank you very much.

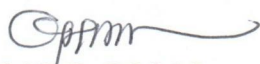
Respectfully yours,


FELICIANO G. SINON
Secretary, VSUFA-Main Campus

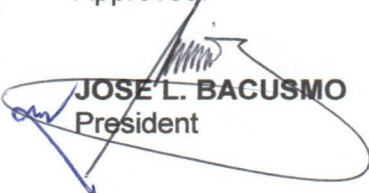
Noted:


ALAN L. PRESBITERO
President, VSUFA-Main Campus

Recommending Approval:


OSCAR B. POSAS
Vice - President for Academic Affairs

Approved:


JOSE L. BACUSMO
President
cc.
VSUFA File