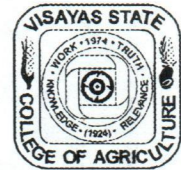


# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



16 February 2001

MEMORANDUM NO. 32

Series of 2001

T O: **Dr. Manuel K. Palomar**  
**Dr. Nerelito P. Pascual**  
**Ms. Lourdes B. Cano**

R E: **Supervision/Coordination of Faculty and Staff**

To facilitate review of performance evaluation and targets of staff, the following delineation of authority shall take effect immediately:

1. Vice President for Academic Affairs
  - All faculty and staff of offices under OVPAA except the Clerks, Messengers, Utility Workers and Laborers
2. Vice President for Administration
  - All heads of offices under OVPA
3. Administrative Officer V
  - All staff under her, staff below office heads under the OVPA and all Clerks, Messengers, Utility Workers and Laborers in all units of the college.

With this delineation of authority, the above-mentioned officials are authorized to check the performance of staff to be reviewed by them. In addition, they are also authorized to implement programs for the purpose of improving the quality of performance.

This memorandum takes effect immediately including the review of all PEFs for the period July to December, 2000.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

cc: Center/Dept./Office/Unit Heads 