



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

Office of the President

November 9, 1998

MEMORANDUM NO. 118
Series of 1998


T O: Dr. Alfredo B. Escasinas

SUBJECT: Designation as Officer-in-Charge of the Department of Agronomy and Soil Science (DASS)

In view of the forthcoming study leave of Prof. Pedro P. Pascual, you are hereby designated Officer-in-Charge of the Department of Agronomy and Soil Science (DASS) effective immediately until revoked by the undersigned or by higher authorities.

As OIC of DASS, you are entitled to whatever privileges attached to the position subject to the availability of funds and college policies.

Please be guided accordingly.


SAMUEL S. GO
President *hva*

cc: Prof. P. P. Pascual
College/Board Secretary
OVPA
OVPA
ODI
HRMDO
Accounting
Cash
COA
Records
File

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte 6521-A Philippines

DEPARTMENT OF AGRONOMY AND SOIL SCIENCE

October 28, 1998

Dr. Samuel S. Go
President
ViSCA, Baybay, Leyte

Dear President Go:

This refers to my application for a Study Leave to pursue a PhD degree program at ViSCA starting this second semester of school year 1998-99 which has been approved by the APB and your office. In this regard, may I request that an OIC or new DASS head be appointed by your office effective November 1, 1998. This is to relieve me of my administrative responsibilities while on leave.

Yesterday, October 27, 1998, I called a meeting of the DASS faculty and staff to get their preference for the new DASS head. From 20 faculty/staff present, the results are as follows:

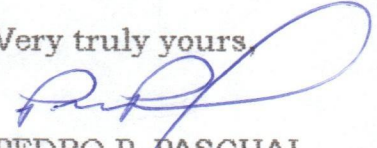
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|-------------------------------|----------|
| 1. Dr. Alfredo B. Escasinas | 16 votes |
| 2. Dr. Faustino P. Villamayor | 2 votes |
| 3. Dr. Leticia S. Sonon | 1 vote |
| 4. Prof. Sergio E. Abit | 1 vote |

If given the chance to recommend, I am strongly recommending Dr. Alfredo B. Escasinas, who is also the choice of the DASS faculty and staff. I honestly believe that he is capable to lead the department and is very supportive of your programs.

Your favorable and immediate action on this request is highly appreciated.

Thank you very much for the trust and opportunity given me to work with your administration and for the continued support to the department.

Very truly yours,



PEDRO P. PASCUAL