



Visayas State University

Visca, Baybay City, Leyte 6521-A
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601
website: www.vsu-visca.edu.ph

Office of the President

30 June 2011

MEMORANDUM NO. 164
Series of 2011

T O: Mr. Marqueso P. Sarsalijo, Jr.

R E: Designation as Head, Office for Resource Generation, VSU – Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents and upon recommendation of Prof. Felipe S. Casas, are hereby designated Head of the Office for Resource Generation, VSU – Villaba Campus effective June 1, 2011 until May 31, 2012 or unless sooner revoked or terminated by higher authorities.

As Head, 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: Prof. Felipe S. Casas
VSU – Villaba Campus
OVPAA
OVPAF
OVPPRG
OVPRE
OUS
ODA
ODF
COA
HRMDO
Accounting
Cash
Records
File



VISAYAS STATE UNIVERSITY – Villaba Campus
(College of Education and Agricultural Technology)
Villaba, Leyte, 6537, Philippines

June 1, 2011

DR. JOSE L. BACUSMO
University President
VSU-Main Campus
ViSCA, Baybay, Leyte

Thru: DR. EDGARDO E. TULIN
Vice President, Planning and Resource Generation
VSU-Main Campus
Visca, Baybay City

Sir:

This is to strongly recommend Mr. Marqueso P. Sarsalijo, Jr. as Head, Office for Resource Generation formerly Office of Production Technology of the Visayas State University-Villaba Campus effective June 1, 2011 to May 31, 2012.

Mr. Marqueso is the current Head of the Office Production Technology, however the nomenclature of the office was changed to Office for Resource Generation. The change in office nomenclature is in consonance with the University System.

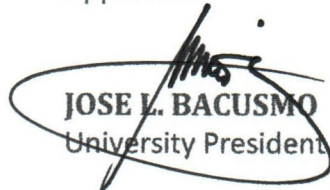
May this merit your kind consideration and approval.

Thank you and more power.

Very truly yours,


FELIPE S. CASAS
Dean

Approved:


JOSE L. BACUSMO
University President

