



# Visayas State University

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## Office of the President

12 August 2011

MEMORANDUM NO. 187

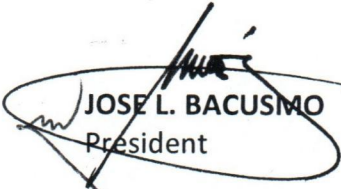
Series of 2011

**T O: Mr. Jude Rola  
Mr. Dale Loreto**

**R E: Membership to the Committee to Develop the Guide and Template on the  
Preparation of VSU Undergraduate Thesis Manuscripts**

You are hereby designated additional members to the committee to develop the guide and template on the preparation of VSU undergraduate thesis manuscripts. Please coordinate with Dr. Rotacio Gravoso, Committee Chairperson, regarding this assignment.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President



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*Office of the Director*

SP # 7834  
8/1

July 27, 2011

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

*Inday*  
*Include Dale P. Loreto*  
*Jude Rola*

Dear Dr. Bacusmo:

This is in connection with the committee tasked to develop the handbook and template for the VSU Undergraduate manual. May we request that:

1. Mr. Jude Rola of the Department of Computer Science and Technology be added to the committee. Mr. Rola's expertise is needed in developing the template. Attached is a draft of a the appointment for Mr. Rola.
2. The deadline for submission of our outputs be extended to 20 September. With the opening of the classes and the coming of the VSU anniversary, we had to attend to unprecedented assignments, thus preventing us from devoting quality time to our committee work.

We hope for your favorable action on this request.

Respectfully yours,

**ROTACIO S. GRAVOSO**  
Director

Approved:

**JOSE L. BACUSMO**  
President