



# Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

---

## Office of the President

30 September 2011

**MEMORANDUM NO. 212**

Series of 2011

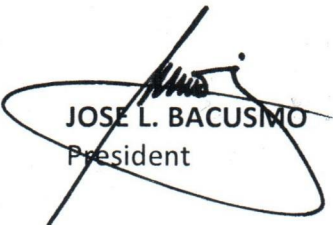
**T O: Mrs. Merlyn N. Rojas**

**R E: Designation as Head, Department of Agricultural Science, VSU-Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents and upon the recommendation of Prof. Felipe S. Casas, you are hereby designated Head, Department of Agricultural Science, VSU – Villaba Campus vice Dr. Merlita D. Veloso effective immediately 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.

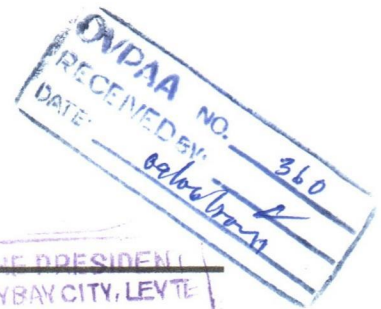
Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President

cc: Prof. Felipe S. Casas  
VSU-Villaba Campus  
Dr. Merlita D. Veloso  
OVPAA  
OVPAF  
OVPPRG  
OVPRE  
OUS  
ODA  
ODF  
COA  
HRMDO  
Accounting  
Cash  
Records  
File

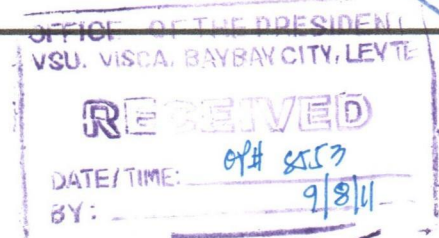


VISAYAS STATE UNIVERSITY-VILLABA CAMPUS  
Villaba, Leyte



September 01, 2011

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



**Thru : Dr. Oscar B. Posas**  
Vice – President, Academic Affairs

Sir:

May I have the honor to inform your good office that I highly recommend **Mrs. Merlyn N. Rojas** to be designated as Head, Department of Agricultural Science of the college effective September 1, 2011 to May 31, 2012 or until sooner revoked by higher authorities.

Formerly, she was the Head of Production Technology and found out that she is willing to undergo a painstaking effort in supervising the project. She is known for her honesty, patience, diligence and faithfulness to duty.

Maintains a cordial and pleasant relationship with her fellow workers for she is calm – minded and has a friendly attitude.

She is work – oriented for she works with a purpose. Her valuable asset is that she talks less and does more.

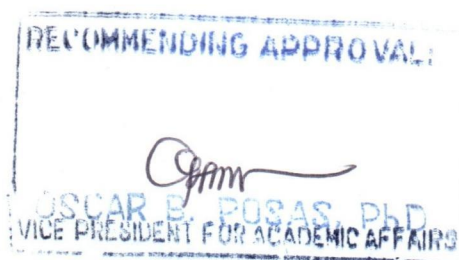
Her good traits are commendable.

Anticipating for your favorable action on this matter.

Thank you. More power.

Very truly yours,

  
**FELIPE S. CASAS, Sr.**  
College Dean



**Approved:**  
