



Visayas State University

Visca, Baybay, Leyte 6521-A

Philippines

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

website: www.vsu-visca.edu.ph

Office of the President

28 March 2011

MEMORANDUM NO. 119

Series of 2011

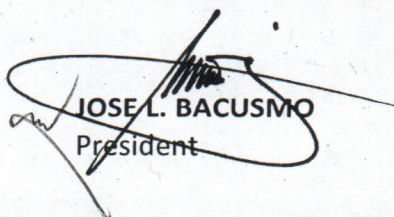
T O: Dr. Roberto C. Guarte - Chairman
Dr. Lolito C. Bestil - Member
Dr. Lourdes B. Cano - Member
Mr. Daniel M. Tudtud, Jr. - Member
Ms. Roberta C. Lemos - Member
Ms. Teresita L. Quiñanola - Secretary

R E: Program on Awards and Incentives for Service Excellence (PRAISE)

You are hereby designated members of the Suggestions and Incentive Awards Committee (SIAC) of the Visayas State University with the following duties and responsibilities:

1. Establish criteria/qualification of nominees
2. Review of documents:
 - 2.a. Curriculum vitae with supporting documents, or
 - 2.b. Service records, or
 - 2.c. Performance Rating for the last two (2) rating periods, or
 - 2.d. Courteous Service Form, or
 - 2.e. Nomination Form containing the act/idea/suggestion/invention and the subsequent result or effect which may neither be monetary or non-monetary or which has direct benefit to the University or its unit, or
 - 2.f. Any other documents to support the nomination.
3. Determine the form of incentive awards to be granted;
4. Prepare the necessary recommendation to the University President.

Please be guided accordingly.


JOSE L. BACUSMO
President