



# VISAYAS STATE UNIVERSITY

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## *Office of the President*

23 January 2008

### **MEMORANDUM NO. 45**

Series of 2008

**T O: Dr. Eliseo R. Ponce**

**R E: Designation as Head of the Volunteer Program Office**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the VP for Planning and Resource Generation, you are hereby designated Head of the Volunteer Program Office effective immediately until your retirement or unless sooner revoked or terminated by higher authorities.

You shall have the following duties and responsibilities:

1. Plan, organize and coordinate the various volunteer programs of the university.
2. Source out funds necessary for the smooth implementation of the programs; and
3. Link with various agencies locally and abroad to make the programs sustainable.

As Head, you shall be granted 10 workload units and an Honorarium of One Thousand Pesos Only (P1,000.00) per month and other privileges attached to the position subject to pertinent policies.

Please be guided accordingly.

**JOSE L. BACUSMO**  
President

cc: OVPPRG Deans  
OVPAF Directors  
OVPAO ODF/Budget  
OVPRE ODA  
OUS COA  
HRMDO Accounting  
ISRDS Records  
File