



Visayas State University

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Office of the President

3 June 2014

MEMORANDUM NO. 134

Series of 2014

T O: All Concerned

**R E: Mandatory Attendance to the Supervisory Development Course
to be conducted by the Civil Service Commission**

As part of the university's effort to further improve efficiency and effectiveness in the delivery of the various services to clientele, a Supervisory Development Course (SDC) shall be conducted by the Civil Service Commission in VSU on July 2-4, 2014 in order to capacitate unit heads and supervisors in performing their management & supervisory functions. The following are required to attend the SDC and complete the required number of training hours in order to be given the certificate of attendance:

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|---------------------------------------|------------------------|
| 1. Ms. Erlinda S. Esguerra | - Accounting |
| 2. Ms. Corazon U. Nuevo | - Cashier's Office |
| 3. Ms. Louella C. Ampac | - IASO |
| 4. Atty. Rysan C. Guinocor | - Legal Office |
| 5. Mr. Eliezer L. Velasco | - Registrar |
| 6. Ms. Andreli D. Pardales | - Library |
| 7. Engr. Mario Lilio P. Valenzona | - GSD |
| 8. Mr. Alex P. Tulin | - Supply |
| 9. Ms. Velma P. Bontuyan | - Property |
| 10. Engr. Celso F. Gumaod | - Security |
| 11. Dr. Elwin Jay V. Yu | - VSU Hospital |
| 12. Mr. Ricarido C. Nanggan, Jr. | - IHK |
| 13. Prof. Analyn M. Mazo | - DBS |
| 14. Dr. Nancy V. Dumaguing | - DCHM |
| 15. Dr. Renezita S. Come | - CFES |
| 16. Ms. Janet Alexis A. de los Santos | - CON |
| 17. Dr. Lijueraj J. Cuadra | - College of Education |
| 18. Dr. Beatriz S. Belonias | - Graduate School |

- | | |
|---|--------------------------|
| 19. Ms. Marwen A. Castañeda | - USSO |
| 20. Engr. Ramil L. Lauron | - College of Engineering |
| 21. Dr. Marcelo A. Quevedo | - PhilRootcrops |
| 22. Dr. Rosario A. Salas | - DOH |
| 23. Dr. Dinah M. Espina | - DAS |
| 24. Dr. Lorina A. Galvez | - DFST |
| 25. Dr. Editha G. Cagasan | - <i>M.MDC</i> |
| 26. Dr. Christina A. Gabrillo | - DYAC |
| 27. Dr. Annie P. Gravoso | - DLABS |
| 28. Engr. Florentino F. Morales, Jr. | - DGE |
| 29. Ms. Asteria A. Sevilla | - Records Office |
| 30. Dr. Berta C. Ratilla | - DASS |
| 31. Ms. Honey Sofia V. Colis | - Guesthouse/Pavilion |
| 32. Ms. Epifania G. Tudit | - PRPEO |
| 33. Dr. Rotacio S. Gravoso | - URC |
| 34. Incoming Director | - IGP |
| 35. Prof. Maria Aurora Teresita W. Tabada | - ISRDS |
| 36. Engr. Winston M. Tabada | - DCST |
| 37. Prof. Rosa Ophelia D. Velarde | - Research Program |
| 38. Prof. Efren B. Saz | - Extension Program |

Since the CSC is very strict with regards to attendance and participation to all the lectures and activities, you are required to designate an Officer-in-Charge in your respective units so that you will be free of all your responsibilities in the office. Lunch and dinner will be provided to ensure complete attendance to all the activities equivalent to 32 hours good for three days. Those living outside VSU may opt to stay in dorm type accommodation in the cottages in front of the Apartelle.

For compliance.

for

JOSE L. BACUSMO
 President *alc* 6/3/14