



16 February 2016

Memorandum Circular No. 14

Series of 2017

T O:

| | |
|--------------------------------|------------------------------------------------------------|
| Dr. Beatriz S. Belonias | VP for Instruction |
| Dr. Othello B. Capuno | VP for Research and Extension |
| Prof. Daniel Tudtud | VP for Planning, Resource Generation and External Linkages |
| Dr. Jose L. Bacusmo | Director for Research |
| Prof. Efren B. Saz | Director for Extension |
| Dr. Lourdes Cano | Director for Administration & Human Resource Development |
| Ms. Teresita Quiñanola | Head, Personnel Records and Performance Evaluation Office |
| Mr. Eliezer Velasco | University Registrar |
| Engr. Mario Valenzona | Director, General Services Office |
| Engr. Marlon Borlas | Heavy Equipment and Light Vehicle Maintenance Unit |
| Mr. Remegio Sanico | Heavy Equipment and Light Vehicle Maintenance Unit |
| Ms. Alicia Flores | Head, Supply and Procurement Management Office |

R E: **Survey on the Human and Physical Resources Facilities and Programs of VSU System**

In connection with the implementation of the project "Establishment of the University System for Eastern Visayas", the Visayas State University system is conducting a survey on the university's human and physical resources. Data from this survey will form part of the database of state universities and colleges in Eastern Visayas. To facilitate data gathering, forms/templates have been generated. Given the bulk of the template however, we deem it best to send them through IP messenger.

The team of Dr. Rotacio Gravoso, Prof. Winston Tabada and Prof. Alan Loreto is tasked to conduct the survey. Your offices are hereby requested to provide the needed data.

For your guidance and compliance


EDGARDO E. TULIN
University President