



# Visayas State University

Visca, Baybay City, Leyte 6521-A  
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601  
website: [www.vsu-visca.edu.ph](http://www.vsu-visca.edu.ph)

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## Office of the President

1 July 2011

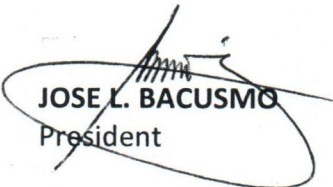
MEMORANDUM NO. 170  
Series of 2011

**T O:** Dr. Justiniano L. Seroy - Language Editor  
Ms. Antonieta D. Israel - Computer Layout Artist

**R E:** 2010 VSU Annual Report

You are hereby directed to assist in the final packaging of the 2010 VSU Annual Report. Dr. Seroy's expertise in the English language is needed to polish the readability of the report while Ms. Israel's expertise in computer-aided publication is needed in the design, format and layout in order to make the report presentable.

Your usual support and cooperation is enjoined.

  
**JOSE L. BACUSMO**  
President

cc: Dr. Edgardo E. Tulin  
Dr. Oscar B. Posas  
Dr. Remberto A. Patindol  
Mr. Daniel M. Tadtud, Jr.  
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**PLANNING AND DEVELOPMENT OFFICE  
OFFICE OF THE VICE PRESIDENT FOR PLANNING AND RESOURCE GENERATION  
VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte**

1 July 2011

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

Dear Pres. Bacusmo:

This is to request the services of Dr. Justiniano L. Seroy and Ms. Antonieta D. Israel to help in the finalization of the 2010 VSU Annual Report.

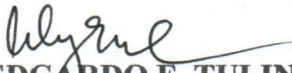
Dr. Justiniano L. Seroy has been involved in editing past annual reports of the university and his expertise in the English language will ensure the readability of the Report.

We wish also to tap Ms. Israel in lay-outing the 2010 Annual Report. She has been involved in lay-outing the annual reports in the past and her expertise in computer-aided publication will certainly make the 2010 Annual Report presentable.

Thus, may we request that the Office of the President issue a letter of assignment to Dr. Seroy and Ms. Israel.

Thank you very much!

Very truly yours,

  
**EDGARDO E. TULIN**  
Vice Pres. for Planning &  
Resource Generation

Approved:  
