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Office of the President

17 May 2011

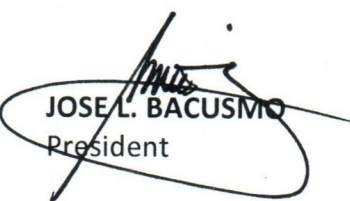
MEMORANDUM NO. 135

Series of 2011

- T O:** Dr. Rotacio S. Gravoso, MMDC
Dr. Beatriz S. Belonias, DBS
Dr. Feliciano G. Sinon, NARC
Prof. Ernesto F. Bulayog, DOE
Dr. Candelario L. Calibo, DoPAC
Dr. Eugene B. Lañada, CVM
Dr. Suzette B. Lina, DASS
Mr. Jed Asaph D. Cortes, DDC
- R E:** Committee to Develop the Guide and Template on the Preparation of Undergraduate Thesis Manuscripts

With Dr. Rotacio S. Gravoso as Chairperson, Dr. Beatriz S. Belonias as Co-Chairperson and the rest as Members, please constitute yourselves into a Committee to Develop the Guide and Template on the Preparation of Undergraduate Thesis Manuscripts. The said guide and template should be published through the Multimedia Development Center by August 31, 2011.

Please be guided accordingly.


JOSE L. BACUSMO
President

MULTI-MEDIA DEVELOPMENT CENTER

Visayas State University

Visca, Baybay, Leyte
6521 Philippines



13 May 2011

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


Dear Dr. Bacusmo:

One of the problems encountered in applying the Style Manual for Undergraduate Theses is the varied interpretation of the guidelines. To address this problem, we wish to suggest that a handbook and a template of the guidelines be prepared. To facilitate preparation of said materials, we further suggest that a committee be created.

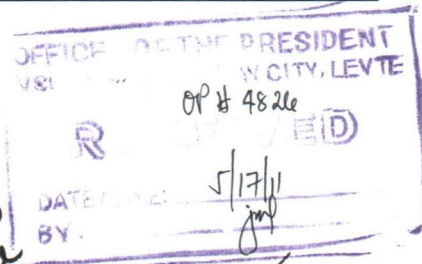
Attached please find a draft of the memorandum creating the said committee.

Thank you very much,

Respectfully,


ROTACIO S. GRAVOSO
Head

*Honey,
Pls. finalize the
appointment of
the committee
members.
Thanks.*



[Handwritten signature]