



# VISAYAS STATE UNIVERSITY

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## Office of the President

22 July 2009

MEMORANDUM NO. 163

Series of 2009

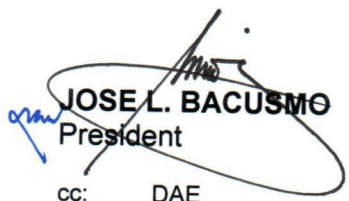
T	O:	Mr. Legario Ramos	-	DoPAC
		Mr. Audie Israel	-	DAE
		Mr. Reynaldo Dosdos	-	DCST
		Mr. Fabian Alberio	-	DYAC
		Mr. Clemence Borela	-	GSD
		Mr. Leonel Avellana	-	GSD

R E: Reassignment to the University Instrumentation Unit

Due to the exigency of service, you are hereby reassigned to the University Instrumentation Unit under the Office of the Vice President for Administration and Finance effective 03 August 2009. Your main duties and responsibilities shall be on the repair and maintenance of office and laboratory equipment, computer units and their accessories, and air-conditioning units, and the automation of very important university facilities.

Heads of the different offices and units affected by this reassignment of personnel are directed to facilitate its implementation and correspondingly assess the effect of this reassignment to the existing workload distribution of the existing staff of each affected office/unit following the PMS-OPES format for appropriate action. Meantime, the heads of the affected office/unit can still avail of the services of the reassigned staff on a pre-arrange schedule.

For your guidance and compliance.

  
JOSE L. BACUSMO  
President

cc: DAE  
DCST  
DoPAC  
DYAC  
GSD  
HRMDO  
OVPAF  
Records  
File