



Visayas State University

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Office of the President

5 September 2012

MEMORANDUM NO. 240

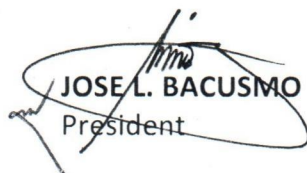
Series of 2012

T O: Ms. Antonieta D. Israel

R E: Designation as Layout Artist of the 2011 VSU Annual Report

With your expertise in lay-outing publications, you are hereby designated Layout Artist of the 2011 VSU Annual Report. Your services as layout artist are very much needed in the presentation of the report.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: Mr. Daniel M. Tudit, Jr., University Secretary
Dr. Edgardo E. Tulin, VP for Planning & Resource Generation
Records
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VISAYAS STATE UNIVERSITY

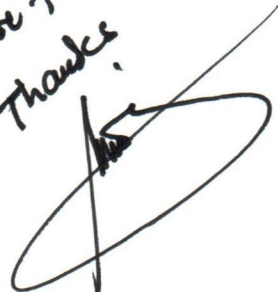
Visca, Baybay City, Leyte 6521 - A

Office of the Vice President for Planning and Resource Generation

2 August 2012

DR. JOSE L. BACUSMO
President
Visayas State University
Baybay, Leyte

*Pls. prepare the
draft. Thanks.*




Dear President Bacusmo,

The working draft of the 2011 Annual Report is already complete, edited and ready for layouting. We have tapped the expertise of Dr. Justiniano L. Seroy to polish the readability of the report, however, we need to give him appointment for this service for record purposes. We will also need the services of Ms. Antonieta D. Israel to layout the material.

In this connection, we would like to request your office to issue a letter of assignment to Dr. Seroy and Ms. Israel to assist us in the finalization of the report.

Very truly yours,


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