



# Visayas State University

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Philippines

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## Office of the President

12 July 2011

MEMORANDUM NO. 174  
Series of 2011

**T O: Prof. Ernesto F. Bulayog**

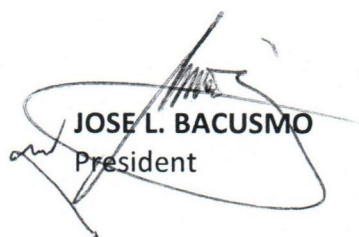
**R E: Designation as College Secretary of the College of Management and Economics (CME)**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated College Secretary of the College of Management and Economics vice Ms. Joviel R. Teves who is on study leave, effective July 1, 2011 until December 31, 2011 or unless sooner revoked or terminated by higher authorities.

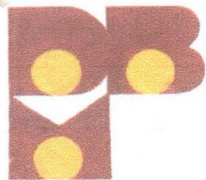
The responsibilities of the said position are as follows:

1. Keeps full and accurate records of the College.
2. Serves as Secretary of the College Executive Committee and other important College committees including the Academic Council, if applicable.
3. Prepares the annual academic and co-curricular activities of the College subject to the approval by appropriate bodies.
4. Monitors the progress of students in the College.
5. Performs other duties that may be assigned by the Dean.

Please be guided accordingly.

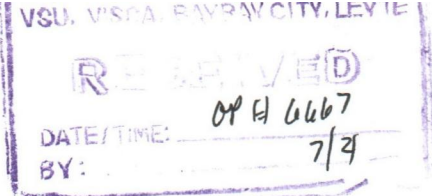
  
**JOSE L. BACUSMO**  
President

cc: OVPAA  
OVPAF  
OVPPRG  
OVPRE  
OUS  
Dean - CME  
Directors  
Accounting  
HRMDO  
Records  
File



## DEPARTMENT OF BUSINESS AND MANAGEMENT

College of Management and Economics  
Visayas State University  
Visca, Baybay City, Leyte



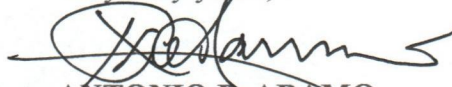
June 15, 2011

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


**Dear Dr. Bacusmo:**

This is to recommend the appointment of Dr. Ernesto F. Bulayog as College Secretary of the College of Management and Economics (CME) effective July 1, 2011 vice Ms. Joviel R. Teves who is on study leave for her MBA at UP Diliman.

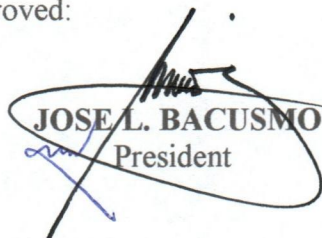
Very truly yours,

  
**ANTONIO P. ABAMO**  
Head, DBM/Dean, CME

Recommending Approval:

  
**OSCAR B. POSAS**  
Vice President for Academic Affairs

Approved:

  
**JOSE L. BACUSMO**  
President